



**Washington State
Higher Education Coordinating Board**

State Need Grant Program Manual

2002-2003

**STATE NEED GRANT PROGRAM MANUAL
2002-2003
TABLE OF CONTENTS**

INSTITUTION CODES	vii
TIMELINES	ix
STATE NEED GRANT STAFF.....	xi
RULES AND REGULATIONS	RULES TAB
Chapter 250-20 WAC/State Student Financial Aid Program-Need Grant	
RCWs/Residency Statutes (Excerpt)	
Chapter 250-18 WAC/Residency Status For Higher Education	

PROGRAM GUIDELINES

CHAPTER I - STUDENT AND INSTITUTIONAL ELIGIBILITY

STUDENT ELIGIBILITY REQUIREMENTS	I-1
Financial Need.....	I-1
Income Cutoff.....	I-1
Approved Application	I-1
No Application Fee	I-2
Resident	I-2
Residency Exceptions.....	I-2
Residents for Tuition, but not SNG.....	I-2
American Indians from Oregon, Idaho, and Montana.....	I-2
Military Personnel, Spouse and Dependents, or National Guard.....	I-2
Enrolled Undergraduate.....	I-2
Correspondence and Distance Education	I-2
2 nd Associate Degree	I-3
Eligible Program.....	I-3
Undergraduate Student	I-3
Theology Degree	I-3
Unsatisfactory Progress-Denied	I-3
Five Years Eligibility	I-4
125% of Program Limit.....	I-4
Refund/Repayment	I-4
ARCHIVE CHECK.....	I-5
MONITORING ELIGIBILITY	I-5
PENALTY FOR FALSE INFORMATION	I-6
INSTITUTIONAL ELIGIBILITY	I-6
AGREEMENT TO PARTICIPATE.....	I-7
Student Budgets.....	I-7
Refund/Repayment Policies	I-7
Satisfactory Progress Policies.....	I-7
UNIT RECORD	I-7
STATE OF WASHINGTON QUESTIONS	I-8

CHAPTER II - CALCULATING THE AWARD

INCOME CUTOFFS	II-1
Income Cutoff Chart	II-1
COUNTING INCOME	II-2
Income Change of 3% or Less	II-2
ADJUSTMENT FOR MORE THAN ONE IN COLLEGE	II-2
TUITION BASED AWARDS	II-2
PROFESSIONAL JUDGMENT	II-3
DEPENDENT CARE ALLOWANCE (DCA)	II-4
ADJUSTING THE AWARD	II-4
MFI Greater than 50%	II-4
Part-Time Students	II-4
Attendance Less than Nine Months	II-5
Gift Equity Packaging	II-5
25% Self-Help Requirement	II-5
OTHER AWARDING CONSIDERATIONS	II-5
Fourth Quarter/Third Semester Awards	II-5
Summer Session Awards	II-5
Commuter Students	II-5
Retroactive Payments	II-6
Late Applicants	II-6
Award Rounding	II-6
Simultaneous Award at Two Schools	II-6
Chapter 30 VA or Americorps Benefits	II-6
UNEVEN DISBURSEMENTS PERMITTED	II-6
MINIMUM AWARDS	II-6
AWARDING PRACTICES NOT PERMITTED	II-7
Single Parents and Part-Time Students	II-7
Underawarding	II-7
TRANSFER STUDENTS	II-7
TRIO/SNG AWARDS	II-7
Eligible Students	II-8
No Income Test	II-8
Award Amount & Separate Reconciliation	II-8
GEAR UP SCHOLARSHIP	II-8
Eligible Students	II-8

CHAPTER III - MONITORING CONTINUED ELIGIBILITY

STUDENT ELIGIBILITY REQUIREMENTS	III-1
FINANCIAL NEED	III-1
Revised Eligibility	III-1
OVERPAYMENTS	III-2

CHAPTER III - MONITORING CONTINUED ELIGIBILITY (Continued)

SATISFACTORY PROGRESS	III-2
Definition	III-2
Unsatisfactory Progress: Probation	III-2
Unsatisfactory Progress: Denied	III-3
Professional Judgment.....	III-3
Qualitative Standard.....	III-3
Reinstatement	III-3
Withholding Payment.....	III-3

CHAPTER IV - TRANSFER STUDENTS

HECB Reserve	IV-1
Definition	IV-1
Procedures	IV-1
Sending School.....	IV-1
Receiving School.....	IV-2
FORMS	
Transfer Notice.....	IV-3

CHAPTER V - INTERIM REPORTS

DUE DATES	V-1
RECORD LAYOUTS	V-1
Awarded Students.....	V-1
Exclude Trio.....	V-2
Exclude GEAR UP.....	V-2
Unserved Students.....	V-2
Up to 65% MFI.....	V-2
Students on Both Lists.....	V-2
Summary and Detail Records.....	V-2
Reporting for Non-Publics	V-3
Reports Sent Electronically	V-3
Security of Information	V-3

CHAPTER VI - PROGRAM AUDITS AND RECORDS RETENTION

PROGRAM AUDITS.....	VI-1
RECORDS RETENTION	VI-1

CHAPTER VII - PUBLIC SECTOR

DISBURSEMENT PROCEDURES	VII-1
Enrollment.....	VII-1
Conditions of Award Statements.....	VII-1
Power of Attorney Disbursements.....	VII-1
METHOD OF SECURING STATE FUNDS	VII-1
Monthly Cash Requests.....	VII-1
TRANSFER STUDENTS	VII-2

CHAPTER VII - PUBLIC SECTOR (Continued)

REPAYMENT AS A RESULT OF WITHDRAWAL.....	VII-2
Institutional Responsibility.....	VII-2
"In Repayment" Designation	VII-2
Uncollectibles	VII-2
Reaward or Return of Repayments.....	VII-2
DEOBLIGATIONS	VII-3
SPECIAL PROGRAM: TRIO GRANT	VII-3
RECONCILIATION OF RECORDS	VII-3
Deadlines	VII-3
FORMS	
Conditions of Award	VII-5
Cash Request Form.....	VII-7
Repayment Transmittal Sheet.....	VII-9
Year-End Reconciliation of Records	VII-11
Record Format and Instructions.....	VII-13
Record Identification	VII-15
Archive Check Report Record Layout Includes Associate Degree	VII-17
Archive Check Report Record Layout Excludes Associate Degree	VII-19

CHAPTER VIII - PRIVATE AND PROPRIETARY SECTORS

WARRANT REQUEST PROCEDURE	VIII-1
Required Information	VIII-2
Payment Certification	VIII-3
WARRANT PROCESSING DEADLINES	VIII-3
INSTITUTIONAL RESPONSIBILITY FOR WARRANTS	VIII-4
Disburse in 30 Days.....	VIII-4
DISBURSEMENT PROCEDURES.....	VIII-4
Warrant Must be Given to Student	VIII-4
Conditions of Award Statements.....	VIII-4
Power of Attorney Disbursements.....	VIII-4
REPAYMENTS AS A RESULT OF WITHDRAWAL	VIII-4
Notification to Student and HECB	VIII-5
HECB Follow-up.....	VIII-5
Revenue Funding.....	VIII-5
SPECIAL PROGRAM: TRIO GRANT	VIII-5
RECONCILIATION OF RECORDS	VIII-5
Reconciliation Report.....	VIII-5
Year-End Reporting.....	VIII-5
FORMS	
Conditions of Award	VIII-7
Payment Certification	VIII-9
Repayment Status Sheet	VIII-11
Request Record Format and Instructions.....	VIII-13
Record Identification.....	VIII-15
Archive Check Report Record Layout Includes Associate Degree	VIII-17

CHAPTER VIII - PRIVATE AND PROPRIETARY SECTORS (Continued)

FORMS

Archive Check Report Record Layout Excludes Associate Degree..... VIII-19

CHAPTER IX - RECIPROCITY STUDENTS

ELIGIBLE OUT-OF-STATE INSTITUTION IX-1
STUDENT ELIGIBILITY..... IX-1
PROGRAM OPERATION..... IX-1
REPORTING IX-1

**WASHINGTON STATE NEED GRANT PROGRAM
INSTITUTION CODES
2002-2003**

1010	University of Washington	4440	Peninsula College
1020	Washington State University	4370	Pierce College
<hr/>		4450	Seattle Central Community College
2030	Central Washington University	4480	Shoreline Community College
2040	Eastern Washington University	4490	Skagit Valley College
2050	The Evergreen State College	4420	South Puget Sound Community College
2060	Western Washington University	4470	South Seattle Community College
<hr/>		4500	Spokane Community College
2080	*North Idaho College	4510	Spokane Falls Community College
<hr/>		4520	Tacoma Community College
3090	*Bastyr University	4530	Walla Walla Community College
3100	*Cornish Institute	4540	Wenatchee Valley College
3120	*Gonzaga University	4550	Whatcom Community College
3280	*Henry Cogswell College	4560	Yakima Valley College
3110	*Heritage College	<hr/>	
3130	*Northwest College - Kirkland	5700	Bates Technical College
3240	*Northwest College of Art - Poulsbo	5710	Bellingham Technical College
3140	*Pacific Lutheran University	5720	Clover Park Technical College
3150	*Saint Martin's College	5730	Lake Washington Technical College
3160	*Seattle Pacific University	5740	Renton Technical College
3170	*Seattle University	5750	Seattle Vocational Institute
3190	*University of Puget Sound	<hr/>	
3200	*Walla Walla College	6820	*Art Institute of Seattle
3210	*Whitman College	6870	*Ashmead College
3220	*Whitworth College	6810	*Bryman College
<hr/>		6730	*Business Computer Training Institute
4300	Bellevue Community College	6890	*Clare's Beauty College
4310	Big Bend Community College	6850	*Court Reporting Institute
4580	Cascadia Community College	6770	*Crown College
4320	Centralia College	6740	*Divers Institute of Technology
4330	Clark College	6780	*Gene Juarez Academy
4340	Columbia Basin College	6970	*Glen Dow Academy
4350	Edmonds Community College	6760	*Interface Computer School
4360	Everett Community College	6750	*International Air Academy
4380	Grays Harbor College	6700	*ITT Technical Institute - Seattle
4390	Green River Community College	6710	*ITT Technical Institute - Spokane
4400	Highline Community College	6840	*Perry Technical Institute
4410	Lower Columbia College	<hr/>	
4460	North Seattle Community College	*NOTE: The Board generates payments to State Need Grant recipients at these institutions.	
4570	Northwest Indian College		
4430	Olympic College		

**WASHINGTON STATE NEED GRANT
PROGRAM TIMELINES
2002-2003**

July 9, 2002	Begin requesting funds for summer (1st term) and fall term
August 2002	Updated Archive Check Report with 2001-2002 awards available on HECB password-protected website*
October 28, 2002	Privates receive Reconciliation of Records
November 8, 2002	Private - Reconciliation and Fall Interim Reports due Public - Fall Interim Report due
December 2002	Supplemental Funding Award notice to institutions
January 27, 2003	Privates receive Reconciliation of Records
February 7, 2003	Private - Reconciliation and Winter Interim Reports due Public - Winter Interim Report due
March 2003	Supplemental Funding Award notice to institutions
April 21, 2003	Privates receive Reconciliation of Records
May 2, 2003	Private - Reconciliation and Spring Interim Reports due Public – Spring Interim Report due
June 2003	Request address updates from financial aid administrators
June 2, 2003	Public Institutions - HECB will mail Reconciliation of Records packet
June 13, 2003	Privates - Final request for funds
June 23, 2003	Privates receive Reconciliation of Records
July 7, 2003	Private - Reconciliation and Year End Interim Reports due Public - Reconciliation and Year End Interim Reports due
August 2003	Updated Archive Check Report with 2002-2003 awards available on HECB password-protected website*

**Contingent upon receipt of completed Reconciliation of Records from institutions.*

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HECB secured password-protected financial aid website located at:

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Chapter 250-20 WAC

Student Financial Aid Program – Need Grant

WAC 250-20-001 Applicability of rules.

Unless specified, the term “state need grant” applies to both the state need grant program and the federal leveraging educational assistance partnership program. Institutions participating in the state need grant program must comply with the regulations specified in chapter 250-20 WAC and conform to all requirements of the leveraging educational assistance partnership program as specified in 34 Code of Federal Regulations, Part 692.

WAC 250-20-011 Student eligibility.

For a student to be eligible for a state need grant he or she must:

- (1) Be a “needy student” as determined by the higher education coordinating board in accordance with RCW 28B.10.802 or be a “disadvantaged student” who has completed a board approved program designed to promote early awareness of, and aspiration to, higher education.
- (2) Be a resident of the state of Washington in accordance with RCW 28B.15.012 (2)(a) through (d).
- (3) Be enrolled or accepted for enrollment as an undergraduate student at a participating postsecondary institution or be a student under an established program designed to qualify him or her for enrollment as a full-time student at a postsecondary institution in the state of Washington.
 - (a) For purposes of need grant eligibility, the student must be enrolled, at time of disbursement, in a course load of at least six credits per quarter or semester or, in the case of institutions which do not use credit hours, in a program of at least six hundred clock hours requiring at least twelve clock hours of instruction per week.
 - (b) A student enrolled less than half time may not receive this grant for the term in question, but is eligible for reinstatement or reapplication for a grant upon return to at least a half-time status. Correspondence courses may not comprise more than one-half of the student’s minimum credit load for which aid is being considered.
 - (c) Have a high school diploma or its equivalent. Equivalent standards include a general education development certificate, a certificate of completion of a home study program recognized by the student’s home state. For a student without a high school diploma or its equivalent, he or she must pass a federally recognized ability-to-benefit test as is required for the receipt of federal student aid.
- (4) Maintain satisfactory progress as defined in WAC 250-20-021(19).
- (5) Not be pursuing a degree in theology.
- (6) Not have received a state need grant for more than the equivalent of ten full-time semesters or fifteen full-time quarters or equivalent combination of these two, nor exceed one hundred twenty-five percent of the published length of time of the student’s program. A student may not start a new associate degree program as a state need grant recipient until at least five years have elapsed since earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. A student shall be deemed to have received an associate degree as a state need grant recipient if the student received state need grant payments in more than three quarters, two semesters, or equivalent clock hours while pursuing an associates degree. Upon receipt of a bachelor’s degree, a student is no longer eligible.
- (7) Have made a bona fide application for a Pell grant.
- (8) Certify that he or she does not owe a refund on a state need grant, a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant, and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.

WAC 250-20-013 Institutional eligibility.

(1) For an otherwise eligible student to receive a state need grant, he or she must be enrolled in an eligible program at a postsecondary institution approved by the higher education coordinating board for participation in the state need grant program. To be eligible to participate, a postsecondary institution must:

(a) Be a public university, college, community college, or vocational-technical institute operated by the state of Washington, or any political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level with full institutional accreditation by an accrediting association recognized by rule of the board.

(b) Participate in the federal Title IV student financial aid programs, including, at a minimum, the Federal Pell Grant program.

(2) In addition, a for-profit institution must:

(a) Be certified for participation in the federal Title IV student financial aid programs. A for-profit institution that is provisionally certified for participation in the federal Title IV student financial aid programs due to its failure to meet the factors of administrative capability or financial responsibility as stated in federal regulations, or whose participation has been limited or suspended, is not eligible to participate in the state need grant program until its full eligibility has been reinstated.

(b) Demonstrate to the satisfaction of the board that it is capable of properly administering the state need grant program. In making a determination of administrative capability, the board will consider such factors as the adequacy of staffing levels, staff training and experience in administering student financial aid programs, standards of administrative capability specified for purposes of federal Title IV program eligibility, its student withdrawal rate, its federal student loan cohort default rate, and such other factors as are reasonable. In determining the administrative capability of participating institutions, the board will also consider the institution's compliance with state need grant program regulations and guidelines.

(c) Demonstrate to the satisfaction of the board that it has the financial resources to provide the services described in its official publications and statements, provide the administrative resources necessary to comply with program requirements, and that it meets the financial responsibility standards for participation in the federal Title IV programs.

(d) Renew its eligibility each year under these standards.

(3) Nothing in this section shall prevent the board, in the exercise of its sound discretion, from denying eligibility or terminating the participation of an institution which the board determines is unable to properly administer the program or to provide advertised services to its students.

WAC 250-20-015 Application and agreement to participate.

A postsecondary institution which wishes to participate in the state need grant program must apply and be approved each year. As a part of the application process, the institution must provide all requested information, in the format specified by the board. Such information will include, but may not be limited to, the following: Name and address of school (including central office and all campus sites), name and address of owner(s), or if a corporation the name and addresses of stockholders holding more than twenty-five percent of the stock and percentage of stock held, the date on which the school officially began instruction if in the last five years, type and date of last accreditation, enrollment information (unless reported to the state of Washington or in the integrated postsecondary education data system), evidence of certification and participation in the Federal Pell Grant program and any other information upon request of the board as needed to determine the institution's eligibility. The institutions must also submit each year, for approval, a copy of its refund/repayment policy, student budgets, gift equity packaging policy and its satisfactory progress policy for state need grant recipients and such other information as may be required to assure proper administration of the program. In addition the "agreement to participate" will also indicate the institution's agreement to abide by all program rules, regulations, and guidelines, to maintain and provide all pertinent information, records, and reports requested by the board, and to notify the board within thirty days of any change (other than student enrollment) to information reported on the agreement form.

WAC 250-20-021 Program definitions.

(1) The term “needy student” shall mean a post-high school student of an institution of postsecondary education who demonstrates to the higher education coordinating board the financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter. The determination of need shall be made in accordance with federal needs analysis formulas and provisions as recognized and modified by the board.

(2) The term “disadvantaged student” shall mean a student who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance is unlikely to aspire to, or enroll in, higher education. Generally, this shall mean a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state’s median.

(3) The term “postsecondary institution” shall mean any public university, college, community college, or vocational-technical institute operated by the state of Washington political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level which is a member institution of one of the following accrediting associations: The Northwest Association of Schools and Colleges, the Accrediting Bureau of Health Education Schools, the Accrediting Council for Continuing Education and Training, the Accrediting Commission of Career Schools and Colleges of Technology, the Accrediting Council for Independent Colleges and Schools, or the National Accrediting Commission of Cosmetology Arts and Sciences and if such institution agrees to participate in the program in accordance with all applicable rules and regulations. Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of one of the above named accrediting associations.

(4) “Washington resident” shall be defined as an individual who satisfies the requirements of RCW 28B.15.012 (2)(a) through (d) and board-adopted rules and regulations pertaining to the determination of residency.

(5) “Dependent student” shall mean any post-high school student who does not qualify as an independent student in accordance with WAC 250-20-021(6).

(6) “Independent student” shall mean any student who qualifies as an independent student for the receipt of federal aid. These qualifications include a student who has either:

(a) Reached his or her twenty-fourth birthday before January 1st of the aid year; or,

(b) Is a veteran of the U.S. Armed Forces; or,

(c) Is an orphan or ward of the court; or,

(d) Has legal dependents other than a spouse; or,

(e) Is a married student or a graduate/professional student; or,

(f) Is determined to be independent for the receipt of federal aid on the basis of the professional judgment of the aid administrator.

(7) Definitions of “undergraduate students” will be in accord with definitions adopted for institutional use by the board.

(8) “Student budgets” shall consist of that amount required to support an individual as a student for nine months and may take into consideration cost factors for maintaining the student’s dependents. This should be the amount used to calculate the student’s total need for all state and federal funds.

(9) “State need grant cost-of-attendance” is the standard student cost per sector, as developed by the board.

(a) The costs-of-attendance for each sector are calculated by adding together a standard maintenance allowance for books, room, board, transportation and personal items, for all undergraduate students statewide as developed by the Washington Financial Aid Association, and the sector’s regular tuition and fees for full-time, resident, undergraduate students.

(b) In no case may the costs-of-attendance exceed the statutory ceiling established by RCW 28B.10.808(4). The ceiling is calculated by adding together the same standard maintenance allowance used in determining the state need grant cost-of-attendance, plus the regular tuition and fees charged for a full-time resident undergraduate student at a research university, plus the current average state appropriation per student for operating expenses in all public institutions.

(c) For example, in the 1992-93 academic year, the value of the statutory ceiling is \$13,783. This value is composed of the Washington Financial Aid Association's maintenance budget of \$6,964, plus the regular tuition and fees charged for a resident undergraduate student at a research university of \$2,274, plus the current average state appropriation per student for operating expenses in all public institutions of \$4,545.

(d) The value of each element used in the construction of the statutory ceiling will be updated annually.

(e) The higher education coordinating board will consult with appropriate advisory committees and the representative association of student financial aid administrators, to annually review and adjust the costs-of-attendance. The costs-of-attendance for each sector will be published concurrent with annual guidelines for program administration.

(10) "Family income" is the student's family income for the calendar year prior to the academic year for which aid is being requested.

(a) Income means adjusted gross income and nontaxable income as reported on the federally prescribed application for federal student aid.

(b) For the dependent student family income means parental income.

(c) For the independent student family income means the income of the student and any other adult, if any, reported as part of the student's family.

(d) The institutional aid administrator may adjust the family's income up or down to more accurately reflect the family's financial situation during the academic year. When such adjustments are made they shall be consistent with guidelines for making changes to determine federal student aid eligibility.

(11) "Income cutoff" means the amount of family income below which a student is determined to be eligible for the state need grant.

(a) The cutoff shall be expressed as a percent of the state's median family income. The exact point of cutoff shall be determined each year by the board based on available funding.

(b) The board will endeavor to award students, in order, from the lowest income to the highest income, within the limits of available funding.

(c) At the discretion of the institution's aid administrator, a student who is eligible for a state need grant in a given academic year may be deemed eligible for the ensuing academic year if his or her family income increases by no more than three percent, even if the stated median family income cutoff for grant eligibility is lower than that amount.

(12) "Median family income" is the median income for Washington state, adjusted by family size and reported annually in the federal register.

(13) "Base grant" is the state need grant award for each sector before the addition of a dependent care allowance. The base grant per student will be no less than the published base grant in 1998-1999. The base grant may be further adjusted according to the student's family income level and rate of enrollment as described in WAC 250-20-041.

For certain students who have completed board approved early awareness and preparation programs such as the Washington National Early Intervention Scholarship Program, its successor program, or a Trio program, the base grant will be an amount fixed annually by the board. Generally the base grant, in these cases, will be no less than the current value of the federal PELL grant program.

(14) "Dependent care allowance" is a flat grant amount, to be determined by the board, which is in addition to the eligible student's base grant.

(a) The allowance is awarded to those students who have dependents in need of care. The dependent must be someone (other than a spouse) living with the student.

(b) Care must be that assistance provided to the dependent by someone outside of the student's household and not paid by another agency.

(c) Eligible grant recipients must document their need for the dependent care allowance.

(15) "State need grant award" is the base grant adjusted according to level of family income, plus a dependent care allowance, if applicable.

(16) "Academic year" is that period of time between July 1 and the following June 30 during which a full-time student would normally be expected to complete the equivalent of two semesters or three quarters of instruction.

(17) "Clock hours" means a period of time which is the equivalent of either:

(a) A 50 to 60 minute class, lecture, or recitation, or

(b) A 50 to 60 minute period of faculty-supervised laboratory shop training or internship.

(18) "Gift equity packaging policy" is the institution's policy for assigning gift aid to all needy, eligible students.

(19) "Satisfactory progress" is the student's successful completion of a minimum number of credit or clock hours for each term in which the grant was received. Each school's policy for measuring progress of state need grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which the aid was disbursed.

(a) The minimum satisfactory progress standard for full-time students is twelve credits per term or 300 clock hours per term. Satisfactory progress for three-quarter time students is nine credits per term or 225 clock hours per term. Satisfactory progress for half-time students is six credits per term or 150 clock hours per term.

(b) Each school's policy must deny further disbursements of the need grant at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy.

(c) The school may make disbursements to a student who is in a probationary status. "Probation" is defined as completion of at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the board, which limits the number of terms in which a student may receive the need grant while in a probationary status.

(d) The school's aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into a satisfactory progress status, in response to an individual student's extenuating circumstances.

(20) The term "full institutional accreditation" shall mean the status of public recognition that an accrediting agency recognized by the U.S. Department of Education grants to an educational institution that meets the agency's established standards and requirements. Institutional accreditation applies to the entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives.

(21) The term "eligible program" for a public or private nonprofit educational institution, shall mean an associate or baccalaureate degree program; at least a two-year program that is acceptable for full credit toward a bachelor's degree, or at least a one-year educational program that leads to a degree or certificate and prepares the student for gainful employment in a recognized occupation. The term "eligible program" for a for-profit or a postsecondary vocational institution shall mean a program which provides at least a 15-week undergraduate program of 600 clock hours, 16 semester hours, or 24 quarter hours. The program may admit students without an associate degree or equivalent. The term "eligible program" for a for-profit or a postsecondary vocational institution may also be a program that provides at least a 10-week program of 300 clock hours, 8 semester hours, or 12 quarter hours. A program in this category must be an undergraduate program that admits only students with an associate degree or equivalent. To be an "eligible program," a program must be encompassed within the institution's accreditation and be an eligible program for purposes of the federal Title IV student financial aid programs.

(22) The three "public sectors of higher education" are the research universities, comprehensive universities, and the community and technical colleges.

(23) A "for-profit institution" is a postsecondary educational institution other than a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(24) A "postsecondary vocational institution" is a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

WAC 250-20-031 Application procedure.

(1) Application for a state grant must be made each year.

(2) All applications will be ranked anew each year.

- (3) Application for a state need grant is accomplished through a student's application for admission to, and financial aid from, the institution of his or her choice.
- (4) Financial data must be generated in accordance with the method set forth by the higher education coordinating board to assure that information will be consistent on a state-wide basis.
The board shall annually specify the student data elements essential for determining state need grant eligibility and shall authorize the forms and processes for collecting and analyzing such data.
- (5) The burden of proof of a grant recipient's eligibility is with the institution. At a minimum:
 - (a) The institution must be able, on request of the board, to reconstruct the calculations and rationale for the student's grant eligibility and award amounts.
 - (b) The financial aid form or comparable financial status documents, with the resulting financial need analysis must be on record in the financial aid office for all grant recipients.
 - (c) The institution must also have on record justification for reawarding a need grant to any student who failed to make satisfactory progress.
- (6) The board shall establish annual criteria by which the eligible student is to be identified, ranked, and awarded. That criteria shall include the maximum award for each sector and the income cutoff level.
- (7) The institution shall examine the student's aid application to determine overall need and specific state need grant eligibility and the appropriate award, using the board-approved criteria.
- (8) The board will make available to all participating institutions, a list of all students who owe state need grant repayments or have otherwise exhausted their state need grant eligibility. It is the institution's responsibility to ensure that no ineligible student receives a state need grant.
- (9) The financial aid administrator at each institution will be required to sign a statement attesting to the fact that all eligible financial aid applicants within state need grant parameters will be identified and served to the extent funds are available and that financial information will be determined in strict adherence to program guidelines.
- (10) No group of students, such as single parents or part-time students, may be advantaged or disadvantaged in its access to the state need grant by any institutional awarding policy.

WAC 250-20-037 Reserve of funds.

The board shall annually reserve funds for the body of students at each institution. The percentage of state need grant funds to be reserved equals the proportion of grant dollars needed to fund the eligible students who are enrolled, as reported on the unit record report, at each school compared to the dollars needed to fund all state need grant eligible students enrolled in all participating schools.

WAC 250-20-041 Award procedure.

- (1) The institution will offer grants to eligible students from funds reserved by the board. It is the institution's responsibility to ensure that the reserve is not over expended within each academic year.
- (2) The state need grant award for an individual student shall be the base grant, appropriate for the sector attended and a dependent care allowance, if applicable, adjusted for the student's family income and rate of enrollment. Each eligible student receiving a grant must receive the maximum grant award for which he or she is eligible, unless such award should exceed the student's overall need or the institution's approved gift equity packaging policy.
- (3) The grant amount for students shall be established as follows:
 - (a) The award shall be based on the representative average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the higher education coordinating board.
 - (b) The base grant award shall not exceed the actual tuition and fees charged to the eligible student.
 - (c) The base grant award for students attending independent four-year institutions shall be equal to that authorized for students attending the public four-year research institutions. The base grant for students attending private vocational institutions shall be equal to that authorized for students attending the public community and technical colleges.

- (4) The total state need grant award shall be reduced for students with family incomes greater than fifty percent of the state's median and for less than full-time enrollment.
- (a) Students whose incomes are equal to fifty-one percent to seventy-five percent of the state's median family income shall receive seventy-five percent of the maximum award. Students whose incomes are equal to seventy-six percent to one hundred percent of the state's median family income shall receive fifty percent of the maximum award. Students whose incomes are equal to one hundred one percent to one hundred twenty-five percent of the state's median family income shall receive twenty-five percent of the maximum award.
- (b) Eligible students shall receive a prorated portion of their state need grant for any academic period in which they are enrolled at least half-time, as long as funds are available. Students enrolled at a three-quarter time rate, at the time of disbursement, will receive seventy-five percent of their grant. Students enrolled half-time at the time of disbursement will receive fifty percent of their grant.
- (5) Depending on the availability of funds, students may receive the need grant for summer session attendance.
- (6) The institution will be expected, insofar as possible, to match the state need grant with other funds sufficient to meet the student's need. Matching moneys may consist of student financial aid funds and/or student self-help.
- (7) All financial resources available to a state need grant recipient, when combined, may not exceed the amount computed as necessary for the student to attend a postsecondary institution. The student will not be considered overawarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by \$200 or less by the end of the academic year.
- (8) The institution shall ensure that the recipient's need grant award, in combination with grant aid from all sources, not exceed seventy-five percent of the student's cost-of-attendance. In counting self-help sources of aid, the aid administrator shall include all loans, employment, work-study, scholarships, grants not based on need, family contribution, and unmet need.
- (9) The institution will notify the student of receipt of the state need grant.
- (10) Any student who has received at least one disbursement and chooses to transfer to another participating institution within the same academic year may apply to the board for funds to continue receipt of the grant at the receiving institution.

WAC 250-20-051 Grants disbursement.

- (1) At intervals designated by the executive director, financial aid administrators from participating independent colleges and proprietary institutions will submit the appropriate warrant order form to the higher education coordinating board for each state need grant recipient certifying enrollment and grant eligibility.
- (a) Upon receipt of the warrant order forms, the higher education coordinating board will forward warrants to the appropriate institution for each recipient.
- (b) At private and proprietary schools, as long as the student remains eligible for the grant, the warrant must be given directly to the student without any other condition being placed on receipt of the warrant by the institution.
- (c) All signed receipts for state need grants are to be retained by the institution. They must be made available for inspection upon request of the board. All unclaimed warrants must be returned to the board on or before the date specified by the board each term.
- (d) A student-by-student reconciliation must be completed by the institution at the end of each term.
- (2) All other institutions may request funds as necessary to make disbursements to students.
- (a) Progress reports must be filed with the board as requested.
- (b) A student-by-student reconciliation must be filed with the board at the end of each academic year.
- (3) No institution may disburse nor claim more funds than that amount reserved by the board for the body of students at each institution.

(4) Should a student recipient withdraw from classes during the term in which he or she received a state need grant, he or she shall be required to repay the appropriate amount according to the institution's approved repayment policy.

The institution shall advise the student and the board of amounts to be repaid.

(5) The board reserves the right, if funds are available, to pay to public institutions an administrative expense allowance for the shared responsibility of administering the program on the board's behalf. The allowance shall be calculated annually as a percentage of the need grant funds disbursed by the institution.

WAC 250-20-061 Program administration and audits.

(1) The staff of the higher education coordinating board under the direction of the executive director will manage the administrative functions relative to this program.

(2) The higher education coordinating board will review institutional administrative practices to determine institutional compliance with rules and regulations and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations or guidelines, the board pursuant to the procedures of WAC 250-20-081 may suspend, terminate or place conditions upon the institution's participation in the program and require reimbursement to the program for any funds lost or improperly expended.

(3) Any student who has obtained a state need grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil or criminal penalties.

WAC 250-20-071 Appeal process.

Should a student question his or her state need grant eligibility or award, the following procedures should be followed:

(1) The student should direct questions and appeals to the financial aid officer at the institution he or she attends.

(2) If the student is not satisfied with the response of the institution, he or she should assemble all relevant academic, financial, and personal data and forward it to the higher education coordinating board for review.

(3) The board's division of student financial aid will review all material submitted and, if possible, will resolve the problem, advising the student of his or her eligibility and generating an award or, if the student is not eligible for a state need grant, advising the student of the reason for denial.

(4) The higher education coordinating board will convene its review committee to consider the situation of any student whose state need grant eligibility is questionable, or upon the request of the student. If the committee finds the student eligible for state need grant receipt, it will advise the financial aid administrator at the institution the student attends and will recommend to the school that the student's state need grant award be processed immediately. If the review committee finds the student not eligible for state need grant receipt, it will advise the student of the reason for denial.

(5) If the student is not satisfied with the resolve by the review committee, the student's final recourse is submission of his or her case to the higher education coordinating board.

WAC 250-20-081 Suspension or termination of institutional participation.

Upon receipt of a complaint or other evidence that an institution has failed or is failing to comply with program rules and regulations, the board staff shall notify the institution by mail of the nature of such allegations and conduct a review of the alleged violations.

If preliminary findings indicate that a violation or violations may have occurred or are occurring, the board staff shall attempt, through mediation and conciliation, to effect corrections and/or secure reimbursement from the institution in event any funds were expended out of compliance with the provisions of WAC 250-20-061(2).

If no agreement is reached through the mediation and conciliation process, the executive director shall file a formal complaint with the board and notify the institution of the conduct which warrants the complaint. Based upon a finding pursuant to RCW 34.04.170, the complaint may include an order for a summary suspension pending proceedings for termination, suspension, reimbursement or other action. The executive director or a designated hearing officer shall conduct a hearing and make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.04 RCW. The findings, conclusions and any recommendations for action shall be submitted to the board for final action pursuant to RCW 34.04.110. The board may accept or reject, in whole or in part, any recommendations made by the hearing officer, may remand for further findings and/or take any other action the board deems appropriate under the circumstances.

WAC 250-20-091 Eligibility of reciprocity students.

State need grant eligibility of students attending an out-of-state institution under a reciprocity agreement is covered by the following regulations, which are authorized by chapter 13, Laws of 1980.

- (1) A student who meets all state need grant eligibility criteria and who has been accepted at an eligible out-of-state institution, as defined in WAC 250-20-091(2) may receive a state need grant as long as that student continues attendance under the reciprocity program.
- (2) "Eligible out-of-state institution" shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the state need grant program in accordance with all applicable rules and regulations.
- (3) An out-of-state institution can be determined to be directly affected by a reciprocity agreement if:
 - (a) The institution is located within twenty-five miles of an institution specifically encompassed within a reciprocity agreement;
 - (b) Students from the county in which the institution is located are provided, pursuant to a reciprocity agreement, access to Washington institutions at resident tuition and fee rates to the extent authorized by Washington law; and,
 - (c) The institution demonstrates that, in the previous academic year, headcount enrollment at the institution by Washington residents from areas and categories encompassed by the reciprocity agreement was at least ten percent less than the number of such students enrolled during the 1979-80 academic year.

Residency Statutes For State Need Grant (Excerpt)

RCW 28B.10.800 State student financial aid program -- State need grant program established

The purposes of RCW 28B.10.800 through 28B.10.824 are to establish the principles upon which the state financial aid programs will be based and to establish the state of Washington state need grant program, thus assisting financially needy or disadvantaged students domiciled in Washington to obtain the opportunity of attending an accredited institution of higher education, as defined in RCW 28B.10.802(1). *State need grants under RCW 28B.10.800 through 28B.10.824 are available only to students who are resident students as defined in RCW 28B.15.012(2) (a) through (d).*

RCW 28B.15.012 Classification as resident or nonresident student – Definitions

Whenever used in chapter 28B.15 RCW:

- (1) The term "institution" shall mean a public university, college, or community college within the state of Washington.
- (2) The term "resident student" shall mean:
 - (a) A financially independent student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution and has in fact established a bona fide domicile in this state primarily for purposes other than educational;
 - (b) A dependent student, if one or both of the student's parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution;
 - (c) A student classified as a resident based upon domicile by an institution on or before May 31, 1982, who was enrolled at a state institution during any term of the 1982-1983 academic year, so long as such student's enrollment (excepting summer sessions) at an institution in this state is continuous;
 - (d) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high schools in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;
 - (e) A student who is on active military duty stationed in the state;
 - (f) A student who is the spouse or a dependent of a person who is on active military duty stationed in the state;
 - (g) A student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition agreement as described in RCW 28B.15.725; or
 - (h) A student who meets the requirements of RCW 28B.15.0131 or 28B.15.0139: PROVIDED, That a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for primarily educational purposes, and for tuition and fee paying purposes only such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that the student has in fact established a bona fide domicile in this state primarily for purposes other than educational.

Chapter 250-18 WAC

Residency Status for Higher Education

WAC

- 250-18-010 Purpose and applicability.**
- 250-18-015 Definitions.**
- 250-18-020 Student classification.**
- 250-18-025 Classification procedure**
- 250-18-030 Establishment of a domicile**
- 250-18-035 Evidence of financial independence**
- 250-18-040 Evidence of financial dependency**
- 250-18-045 Administration of residency status**
- 250-18-050 Appeals process**
- 250-18-055 Recovery of fees for improper classification of residency**
- 250-18-060 Exemptions from nonresident status**

WAC 250-18-010 Purpose and applicability.

This chapter is promulgated pursuant to RCW 28B.15.015 by the board to establish the necessary regulations for the administration of residency status in higher education. Institutions shall apply the provisions of the regulations specified in chapter 250-18 WAC for the uniform determination of a student's resident and nonresident status and for recovery of fees for improper classification of residency.

WAC 250-18-015 Definitions.

- (1) The term "institution" shall mean a public university, college, or community college within the state of Washington.
- (2) The term "domicile" shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- (3) The term "reside" shall mean the maintenance and occupancy of a primary residence in the state of Washington.
- (4) The term "financially independent" shall be determined according to WAC 250-18-035.
- (5) The term "dependent" shall mean a person who is not financially independent.
- (6) The term "resident" for tuition and fee purposes shall be determined according to WAC 250-18-020.
- (7) The term "nonresident" for tuition and fee purposes shall be determined according to WAC 250-18-020.
- (8) The term "recovery of fees" shall apply to the amounts due to the institution or the student as a result of improper classification.
- (9) The term "civil service" shall mean Washington state or federal government nonmilitary employment.

WAC 250-18-020 Student classification.

- (1) For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:
 - (a)(i) Have established a bona fide domicile in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the semester or quarter for which he or she has registered at any institution; and
 - (ii) Be financially independent; or

- (b) Be a dependent student, with one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution; or
- (c) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;
- (d) Be the spouse or dependent of an active duty military person stationed in the state of Washington;
- (e) Be a student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition program agreement under RCW 28B.15.725; or
- (f) Be a student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and be a member of one of the following American Indian tribes:
 - (i) Colville Confederated Tribes;
 - (ii) Confederated Tribes of the Chehalis Reservation;
 - (iii) Hoh Indian Tribe;
 - (iv) Jamestown S'Klallam Tribe;
 - (v) Kalispel Tribe of Indians;
 - (vi) Lower Elwha Klallam Tribe;
 - (vii) Lummi Nation;
 - (viii) Makah Indian Tribe;
 - (ix) Muckleshoot Indian Tribe;
 - (x) Nisqually Indian Tribe;
 - (xi) Nooksack Indian Tribe;
 - (xii) Port Gamble S'Klallam Community;
 - (xiii) Puyallup Tribe of Indians;
 - (xiv) Quileute Tribe;
 - (xv) Quinault Indian Nation;
 - (xvi) Confederated Tribes of Salish Kootenai;
 - (xvii) Sauk Suiattle Indian Nation;
 - (xviii) Shoalwater Bay Indian Tribe;
 - (xix) Skokomish Indian Tribe;
 - (xx) Snoqualmie Tribe;
 - (xxi) Spokane Tribe of Indians;
 - (xxii) Squaxin Island Tribe;
 - (xxiii) Stillaguamish Tribe;
 - (xxiv) Suquamish Tribe of the Port Madison Reservation;
 - (xxv) Swinomish Indian Community;
 - (xxvi) Tulalip Tribes;
 - (xxvii) Upper Skagit Indian Tribe;
 - (xxviii) Yakama Indian Nation;
 - (xxix) Coeur d'Alene Tribe;
 - (xxx) Confederated Tribes of Umatilla Indian Reservation;
 - (xxxi) Confederated Tribes of Warm Springs;
 - (xxxii) Kootenai Tribe; and
 - (xxxiii) Nez Perce Tribe.

(2) A student shall be classified as a "nonresident" for tuition and fee purposes if he or she does not qualify as a resident student under the provisions of subsection 1 of this section. A nonresident student shall include a student if he or she:

(a) Will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the semester or quarter for which the student has registered at an institution;

(b) Attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for such financial assistance, such nonresidency continuing for one year after the completion of the quarter or semester for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit[,], or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other noneducational related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance;"

(c) Is not a citizen of the United States of America, unless such person holds permanent or temporary resident immigration status, "refugee - parolee," or "conditional entrant" status or is not otherwise permanently residing in the United States under color of law and further meets and complies with all applicable requirements of WAC 250-18-030 and 250-18-035.

(3) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

(4) Any resident dependent student who remains in this state when such student's parents or legal guardians, having theretofore, been domiciled in this state for a period of one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, move from this state, shall be entitled to continued classification as a resident student so long as such student is continuously enrolled during the academic year.

WAC 250-18-025 Classification procedure.

(1) After a student has registered at an institution, such student's classification shall remain unchanged in the absence of satisfactory evidence to the contrary. The provision of such evidence to the contrary may be initiated by the student or the institution.

(2) Application for a change in classification shall be accepted up to the thirtieth calendar day following the first day of the instruction of the quarter or semester for which application is made. Applications made after that date in any quarter or semester shall be considered to have been filed as of the first day of the subsequent quarter or semester.

(3) Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution.

(4) Approval of an application for resident status shall be made only after satisfaction that the requirements of domicile and independency or dependency have been made in compliance with RCW 28B.15.012 and WAC 250-18-030 and 250-18-035. Reclassification from nonresident to resident status preliminarily approved sixty days or more prior to the satisfaction of a one-year durational domicile shall be supplemented with additional documented proof of domicile if deemed necessary by the institution prior to final approval.

(5) The burden of proof that a student, parent, or legally appointed guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

(6) For any student classified as a resident or authorized to pay resident fees or exempted from the payment of the nonresident differential on a basis other than an established domicile in the state of Washington, the fee paying status of such student shall be subject to determination each term on the basis of chapter 28B.15 RCW.

WAC 250-18-030 Establishment of a domicile.

The domicile of any person shall be determined according to the individual's situation and circumstances rather than by marital status or sex. The establishment of a domicile is not determined on the basis of a single factor; nor is a predetermined number of factors required. Institutions shall require evidence of a Washington domicile that would reasonably negate the existence of a domicile in a state other than Washington.

A nonresident student who is enrolled for more than six hours per semester or quarter shall be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he or she has, in fact, established a bona fide domicile in this state primarily for purposes other than educational.

To aid the institutions in determining whether a student, parent, legally appointed guardian, or the person having legal custody of a student has established a bona fide domicile in the state of Washington primarily for purposes other than educational, the following factors are to be considered:

- (1) Registration or payment of taxes or fees on a motor vehicle, mobile home, travel trailer, boat, or any other item of personal property owned or used by the person for which state registration or the payment of a state tax or fee is required, for the one year immediately prior to commencement of the semester or quarter for which application is made;
- (2) Valid Washington driver's license for the one year immediately prior to the commencement of the quarter or semester for which application is made;
- (3) Permanent full-time employment in the state of Washington during the one year immediately prior to commencement of the semester or quarter for which application is made;
- (4) Address and other pertinent facts listed on a true and correct copy of federal and state income tax returns for the calendar year prior to the year in which application is made;
- (5) Location of voter registration for the one-year period immediately prior to commencement of the semester or quarter for which application is made;
- (6) Purchase of primary residence, lease agreement, or monthly rental receipts for one year immediately prior to commencement of the semester or quarter for which application is made;
- (7) Residence status of the student in schools attended outside the state of Washington;
- (8) Location of checking account, savings account, and/or safety deposit box for one year immediately prior to commencement of the semester or quarter for which application is made.

Additional factors may be considered at the request of a student as supporting documentation of a one-year durational domicile. Such factors may include, but are not limited to:

- (1) Address of student listed on selective service registration;
- (2) Location of membership in professional, business, civic or other organizations.

WAC 250-18-035 Evidence of financial independence.

A person is financially independent if he or she has not been and will not be claimed as an exemption and has not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify him or her to be claimed as an exemption for federal income tax purposes by any person except his or her spouse for the current calendar year and for the calendar year immediately prior to the year in which application is made.

(1) To substantiate a reasonable presumption that a person is financially independent, the institution may require such documentation as deemed necessary, including but not limited to the following:

(a) That individual's sworn statement.

(b) A true and correct copy of the state and federal income tax return of the person for the calendar year immediately prior to the year in which application is made.

Should a person not have filed a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted.

(c) A true and correct copy of the person's W-2 form filed for the previous calendar year.

(d) Other documented financial resources. Such other resources may include but not be limited to, the sale of personal or real property, inheritance, trust fund, state or financial assistance, gifts, loans, or statement of earnings of the spouse of a married student.

(e) A true and correct copy of the first and signature page of the state and federal tax returns of the parents, legally appointed guardians, or person or persons having legal custody of the student for the calendar year immediately prior to the year in which application is made.

The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns shall be limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

(f) A student whose parents are both deceased or who has been made an official ward of the court may be required to provide documentation attesting to the fact of such circumstances.

(2) To aid institutions in determining the financial independence of a student whose parents, legally appointed guardian, or person having legal custody of the student do not provide the documentation because of total separation or other reasons from the student, documentation clearly stating the student's status and relationship with his or her parents or legal guardian from a responsible third person, e.g., family physician, lawyer, or social worker may be submitted.

(3) Information submitted by the student to the institution on the Washington financial aid form may be used to affirm the authenticity of information submitted on an application.

(4) In all cases, the burden of proof that a student is financially independent lies with the student.

WAC 250-18-040 Evidence of financial dependency.

(1) To aid the institutions in determining whether a student is financially dependent and whether his or her parent, legally appointed guardian, or the person having legal custody of the student has maintained a bona fide domicile in the state of Washington for one year, the following factors are to be considered:

(a) Legal proof of guardianship or custody which shall be the responsibility of the student;

(b) Evidence of established domicile of parent, guardian, or custodian which shall be the responsibility of the student;

(c) The identification of the student as a dependent on the federal income tax return of the parents, legally appointed guardians or person having legal custody, which shall be proof of the student's financial dependency.

(2) Proof of a student's financial dependency for the current calendar year or the calendar year immediately prior to the year in which application is made which shall be the responsibility of the

student. Additional documentation to substantiate dependency during the current calendar year may be required at a later time if deemed necessary by the institution.

(3) A student who provides evidence that he or she is a dependent and has a parent or legal guardian who has maintained a one-year domicile in the state of Washington shall not be required to establish a one-year domicile prior to classification of resident status, provided such a student may not be classified as a resident while receiving financial assistance from another state, governmental unit or agency thereof for educational purposes.

WAC 250-18-045 Administration of residency status.

Administration of residency status shall be the responsibility of the institution's board of trustees or regents in compliance with RCW 28B.15.011 through 28B.15.014 and chapter 250-18 WAC.

Boards of trustees or regents shall designate an institutional official responsible for making decisions on resident and nonresident status of students, and for maintaining records and documentation in support of such decisions.

Institutions shall use a uniform state-wide form consistent with the provisions of chapter 250-18 WAC for the determination of change in residence status.

WAC 250-18-050 Appeals process.

Any final institutional determination of classification shall be considered a ruling on a contested case and shall be subject to court review only under procedures prescribed by chapter 34.05 RCW.

WAC 250-18-055 Recovery of fees for improper classification of residency.

To aid the institutions in the determination of accuracy of statements made by a student, institutions shall require that a student affirm the authenticity of all information and supporting documentation provided by his or her signature thereon.

If erroneous, untrue, or incorrect information submitted results in an improper classification of resident or nonresident status, or if a final determination is reversed through the appeals process, institutions shall recover from the student or refund to the student as the case may be an amount equal to the total difference in tuition and fees had the proper classification been made.

WAC 250-18-060 Exemptions from nonresident status.

In accordance with RCW 28B.15.014, certain nonresidents may be exempted from paying the nonresident tuition and fee differential. Exemption from the nonresident tuition and fee differential shall apply only during the term(s) such persons shall hold such appointments or be so employed. To be eligible for such an exemption, a nonresident student must provide documented evidence that he or she does reside in the state of Washington, and:

- (1) Holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week;
- (2) Is employed for an academic department in support of the instructional or research programs involving not less than twenty hours per week;
- (3) Is a faculty member, classified staff member, or administratively exempt employee who resides in the state of Washington and is holding not less than a half-time appointment, or the spouse or dependent child of such a person;
- (4) Is an active duty military person stationed in the state of Washington;
- (5) Is an immigrant having refugee classification from the U.S. Immigration and Naturalization Service or the spouse or dependent child of such refugee, if the refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship; or
- (6) Is a dependent of a member of the United States Congress representing the state of Washington.

Chapter I

STUDENT AND INSTITUTIONAL ELIGIBILITY

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for State Need Grant (SNG) consideration, the student must:

1. Demonstrate financial need;
2. Be a resident of the state of Washington;
3. Be an undergraduate and not be pursuing a second Associate degree unless five years has elapsed since the first Associate degree (it is permissible to earn two Associate degrees concurrently);
4. Enroll half-time or greater;
5. Enroll in an eligible program;
6. Apply using the Free Application for Federal Student Aid (FAFSA);
7. Not pursue a theology degree;
8. Not be in an unsatisfactory progress-denied condition;
9. Not owe a repayment to the SNG or any other student aid program; and
10. Not have exceeded either of these limits –
 - a) Ten semesters or fifteen quarters of SNG usage, and
 - b) 125% of the published length of his or her program.

Financial Need

There are two financial conditions the eligible student must meet to receive the State Need Grant. First, the student must demonstrate financial need as calculated by the institution, using the Federal Methodology (FM) formula. The student's SNG award, in combination with other forms of aid, may not exceed the calculated need. Second, the student must have a family income below a specified cutoff. The cutoff is defined as a percent of the state's median family income (MFI) and is adjusted according to family size.

Income Cutoff

For 2002-2003, the beginning effective income cutoff is 55% of the state's median family income. The income cutoff points are described in Chapter II.

Approved Application

"Approved application," means filing the Free Application for Federal Student Aid (FAFSA) form, as approved by the U.S. Department of Education.

No Application Fee

No student shall be required to pay a fee to apply for a State Need Grant. This does not prevent a student from paying an application fee to be considered for institutional assistance or for private source scholarships.

Resident

"Resident" means being a resident of the state of Washington as defined in 28B.15.012 (2) (a) through (d) and Board-adopted rules pertaining to the determination of residency. (The statutory reference and the complete residency rules are in the "Rules" section of this manual.)

*Residency
Exceptions*

**Residents for Tuition,
but not SNG:**

NOTE: Since 1994, the Legislature has qualified certain groups as residents for tuition and fee purposes at public institutions. However, these groups have not been eligible as residents for the SNG. They are:

**American Indians
from Oregon, Idaho,
and Montana**

1. American Indians from Washington tribes (and from certain other tribes) whose permanent residence is in Oregon, Idaho, or Montana.

**Military Personnel, Spouse
and Dependents, or
National Guard**

2. Military personnel, their spouse and dependents, or National Guard.

To be eligible for SNG consideration members of these groups must prove that they have established a domicile in Washington State according to RCW 28B.15.012 (2) (a) through (d) as would any other petitioning student.

Enrolled Undergraduate

"Enrolled" means being enrolled or accepted for enrollment as at least a half-time undergraduate student at a participating postsecondary institution. "Half-time" means six credits per quarter or semester or 12 clock hours per week (or 150 clock hours per term).

**Correspondence and
Distance Education**

No more than one-half of the student's course load per term may be through correspondence courses. For the 2002-2003 academic year there are no special rules on prohibiting the receipt of SNG by eligible students enrolled in electronically delivered distance education coursework offered by eligible institutions.

2nd Associate Degree

If the student is pursuing a second Associate degree, five years must have elapsed since attaining the first degree. For this provision to apply the student must have received more than three quarters or two semesters of SNG before the first degree was awarded. The archive check report has been updated to include student receipt of associate degrees. The Archive is updated throughout the year and is available at the secured password-protected portion of the Board's web site at <https://www.hecb.wa.gov/hecblogin/login.asp>.

Eligible Program

"Eligible program" means be enrolled in a program at a location approved by the U. S. Department of Education for participation in the federally funded financial aid programs.

1. The student, at a public or private nonprofit institution, must be enrolled in an educational program which:
 - Leads to a baccalaureate, associate, or undergraduate professional degree; or,
 - Is at least a two-year program which is acceptable for full credit toward a baccalaureate degree; or,
 - Is at least a one-year training program which leads to a certificate or degree and prepares the student for gainful employment in a recognized occupation.
2. The student at a postsecondary vocational, technical, or proprietary institution must be enrolled in a program of at least 600 clock hours leading to a certificate or degree which prepares the student for gainful employment in a recognized occupation.

Undergraduate Student

"Undergraduate student" means a student who has not been conferred a first baccalaureate or professional degree.

Theology Degree

Each student must certify that he or she is not pursuing a degree in theology.

Unsatisfactory Progress-Denied

"Unsatisfactory progress-denied" means that in a previous term, the student failed to complete at least one-half (50 percent) of the minimum number of credits or clock hours for which the State Need Grant was received and has not yet earned reinstatement. "Denied" may also refer to a student's status when the student has met or exceeded the institution's maximum timeframe or progress.

**Five Years
Eligibility**

The student may receive the grant for a maximum of five years. "Five years" means ten semesters, fifteen quarters, or the equivalent combination of the two at a full-time rate of enrollment.

125% of Program Limit

The SNG may not be awarded to a student who has exceeded 125 percent of the published length of his or her program. Financial Aid Administrators should apply the same rules to the 125 percent limit as is used for the similar federal requirement for maximum program length.

Aid administrators may exercise professional judgement to individual student situations when applying the 125 percent rule. These exceptions should generally follow the flexibility granted FAA in applying the federal 150 percent limitation. While the actual 125 percent limit cannot be changed, other circumstances can be recognized as they are for the federal limitations. For example, the school may:

1. choose the unit of measure that constitutes the published length of time;
2. exclude remedial coursework up to 30 semester hours or 45 quarter hours;
3. exclude English as a Second Language;
4. re-start the timeframe after a change of program; or
5. consider other exceptional circumstances as documented by the student.

As in all use of professional judgement, the aid administrator should apply it judiciously, on a case-by-case basis, and document the reasons for the exception in the student's file.

Refund/Repayment

All students must certify that they do not owe a refund and are not in repayment for any state or federal student financial aid programs including the State Need Grant, Educational Opportunity Grant, Pell Grant, or Supplemental Educational Opportunity Grant. Further, the student may not be in default

on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan program or made through a state conditional loan program. The school must verify SNG eligibility using the SNG Archive Report.

ARCHIVE CHECK

The "**archive check**" is a process which will assist schools in determining whether or not a student has (1) exhausted his or her five years of State Need Grant eligibility, (2) owes a repayment on a previously disbursed State Need Grant award, or (3) has received a prior Associate degree within the past five years and prior to the degree had received more than two semesters or three quarters of SNG.

In addition, the report is an exception list based on a review of the entire history of State Need Grant recipients. Exceptions listed include all students within five quarters of meeting the program maximum, all students who have reached the maximum, and all students in repayment.

It is the institution's responsibility to ensure that all students who receive a State Need Grant have been checked against the final archive file on these three conditions.

The final archive check file will be available from the Board in late August. It will contain updated information on the most recent year's State Need Grant recipients. The exception file is posted to the secured password-protected portion of the Board's web site at: <https://www.hecb.wa.gov/hecblogin/login.asp>.

In the period of time before the Board issues the final archive check, the institution can use the prior year's report, as a basis for offering awards to students while minimizing the need for late repackaging. Updated reports are available from the Board. These reports are updated weekly to reflect Board-generated warrants for non-public institutions, quarterly updates of students earning Associate degrees, and current accounts receivable information. The record layout is located in the "Forms" section.

MONITORING ELIGIBILITY

Institutions are responsible for monitoring and responding to changes in student eligibility that affect the State Need Grant award. "Monitoring Continued Eligibility" in Chapter III

discusses procedures for changes in student status that occur after receipt of an award.

PENALTY FOR FALSE INFORMATION

Any student who has obtained a State Need Grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

INSTITUTIONAL ELIGIBILITY

Note: *The HECB will be implementing changes to institutional eligibility requirements based on Senate Bill 5166. In addition, it is anticipated that the Board will recognize all regional accreditors similar to the NASC.*

For a school to be eligible to participate in the State Need Grant program, it must:

1. Be a public university, college, community or technical college operated by the state of Washington, or be an institution operated in the state which is accredited by either:
 - The Accrediting Bureau of Health Education Schools (ABHES).
 - The Accrediting Commission for Career Schools and Colleges of Technology (ACCSCT).
 - The Accrediting Council for Continuing Education and Training (ACCET).
 - The Accrediting Council for Independent Colleges and Schools (ACICS).
 - The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS).
 - The Northwest Association of Schools and Colleges (NASC).

Any institution, branch, extension, or facility operating in the state which is affiliated with an institution operating in another state must be a separately accredited member of one of the above-named accrediting associations.

2. Participate in the federal student aid programs.
3. Demonstrate a continuing administrative capability to steward financial aid programs.
4. Sign and have endorsed by the Higher Education Coordinating Board, the "Agreement to Participate."

AGREEMENT TO PARTICIPATE

***Note:** At the time of this manual's publication the HECB is considering changes to the Agreement to Participate.*

The "**Agreement to Participate**" is the document in which institutions promise to abide by all program statutes, rules and guidelines. The agreement submitted by schools is designed for multiple years of use. Proprietary institutions, however, are required to submit a new agreement each year.

All institutions must annually submit for Board approval, copies of their student budgets, refund/repayment, satisfactory progress policies, and if requested, their gift equity policy.

Student Budgets

Student budgets will be examined to determine if the maintenance portion is within ten percent of the Washington Financial Aid Association's (WFAA) maintenance budgets. If the institution's student budgets vary from this standard by more than ten percent, the institution must submit an explanation justifying the variance. Justification should include evidence of institutional research documenting the variance in student costs from the WFAA standard.

Refund/Repayment Policies

Schools are expected to have refund and repayment policies that include not only federal aid types, but the State Need Grant as well. To the extent permitted by federal regulation, refunds of tuition to the SNG program and repayment of SNG by the student should reflect the proportion of SNG to total aid and the length of time the student was enrolled.

Satisfactory Progress Policies

Satisfactory progress policies may be specific to State Need Grant recipients and must meet the provisions of WAC 250-20-021(19) and Chapter III of these guidelines regarding the monitoring of continued student eligibility.

UNIT RECORD

Each institution participating in the State Need Grant program must submit a Unit Record Report for each student who received federal, state, or other financial aid on the basis of financial need. Information to be reported includes socio-economic data and financial aid packaging information for each aid recipient. The reports must be filed in a format required by the Board and submitted by the announced deadline.

**STATE OF
WASHINGTON
QUESTIONS**

In addition to award information, the institution must also collect and report student responses to the "State of Washington" questions on the unit record report. Most aid administration will find that this information is collected as part of the admissions or registration process. While students are not required to answer these questions, institutions are required to present the questions to every student aid recipient and provide an opportunity to respond. The questions are:

1. Do you have a physical, sensory, or mental impairment that substantially limits one or more life activities (e.g., walking, seeing, hearing, breathing, or learning)?

_____ Yes _____ No

2. Which race do you consider yourself to be:

_____ Black/African American	_____ Aleut
_____ Asian or Pacific Islander	_____ White
_____ American Indian	_____ Other
_____ Alaskan Native (other than Aleut)	

3. (Only if you marked Asian or Pacific Islander in 2 above)
Specify which Asian or Pacific Islander group you consider yourself to be part of.

_____ Asian Indian	_____ Japanese
_____ Chinese	_____ Korean
_____ Filipino	_____ Samoan
_____ Guamanian	_____ Vietnamese
_____ Hawaiian	_____ Other Asian or Pacific Islander

4. Are you or are you not of Spanish/Hispanic origin?

_____ No, not Spanish/Hispanic
_____ Yes, Puerto Rican
_____ Yes, Mexican, Mexican-American, Chicano
_____ Yes, Cuban
_____ Yes, other Spanish/Hispanic

Chapter II

CALCULATING THE AWARD

The State Need Grant award will vary depending upon the sector attended, the student's rate of enrollment, and the student's level of family income.

INCOME CUTOFFS

The state's median family income (MFI) cutoff established by the legislature is at 55% MFI. The chart below provides the cutoff at 50%, 55%, and 65% MFI.

2001 Median Family Income Cutoffs

(Use for the 2002-2003 Academic Year)

Income Cutoff Chart

Family Size	Income Cutoff		
	50%	55%	65%
1	16,500	18,000	21,500
2	21,500	24,000	28,000
3	26,500	29,500	34,500
4	32,000	35,000	41,500
5	37,000	40,500	48,000
6	42,000	46,000	54,500
7	43,000	47,000	56,000
8	44,000	48,000	57,000
9	45,000	49,500	58,500
10	46,000	50,500	59,500
11	46,500	51,500	60,500
12	47,500	52,500	62,000
13	48,500	53,500	63,000
14	49,500	54,500	64,500
15	50,500	55,500	65,500
16	51,500	56,500	67,000
17	52,500	57,500	68,000
18	53,500	58,500	69,500
19	54,500	60,000	70,500
20	55,500	61,000	72,000

Remember that eligible students with family incomes between 51 percent and 55 percent of the median receives three-quarters of the maximum full-time grant, as described later in this chapter.

For those schools whose computer programs calculate the actual median family income rather than using a "look-up" chart, be sure to round to the nearest \$500, as has been done in the Median Family Income Cutoffs table.

The 65 percent column is included in the table located on the previous page so that schools can identify otherwise eligible students for the Interim Reports. Please see Chapter V.

COUNTING INCOME

When calculating the dependent student's income, count the parent's adjusted gross income (AGI) and parent's non-taxable income. **Do not count the student's income.**

When calculating the independent student's income, count the AGI and non-taxable income of the student and the income of any other adult who is included in the student's family size.

If the AGI is not present (i.e., parent/student is not a tax filer) then use the sum of all taxable plus non-taxable income.

The Aid Administrator may (but is not required to) subtract other Title IV aid received by the student from the total income.

The aid administrator may, using professional judgment, adjust the income up or down to more accurately reflect the family's financial situation during the academic year. In general, adjustments should be consistent with changes made for federal aid. If the adjustment is not consistent with that used for federal aid, the aid administrator should document the reason for the variance in the student's file.

**Income Change of
3% or Less**

A student who received the SNG in the previous year and whose family income has increased by no more than three percent may be eligible, at the discretion of the aid administrator, to receive the grant in the current year. This applies even if the income cutoff is now less than the student's current family income.

**ADJUSTMENT FOR
MORE THAN ONE
IN COLLEGE**

The aid administrator should add one to the family size for every family member in college beyond the first. The family of five with two in college should be treated as a family of six on the income cutoff chart. The family of five with three in college should be treated as a family of seven.

**TUITION BASED
AWARDS**

The maximum base grant is representative of the average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the Higher Education Coordinating Board.

The base grant award shall not exceed the actual tuition, service, and activity fees charged to the eligible student.

The full-time tuition and fees charged for students in the public sector are mandated by the Legislature. For the purposes of the SNG program, the recognized tuition and fees for the independent four-year institutions is equivalent to that used for the public research institutions. The recognized tuition and fees for the private vocational sector is equivalent to those used for the community and technical colleges.

At the time this manual was printed, the 2002-2003 public sector tuition rates had not been finalized by the institutions. Until new tuition rates are approved and the subsequent grant amounts are calculated, aid administrators should use the 2001-2002 grant amounts as reflected in the table below. Please note however that the dependent care amounts are not affected by the pending decisions on tuition and are therefore fixed for 2002-2003.

Tentative Base Grant Amounts		
Sector	Base Grants @ MFI 0% to 50%	Base Grants @ MFI 51% to 55%
Public Research	\$ 3,360	\$ 2,520
Public Regional	\$ 2,730	\$ 2,048
Independent 4-Year	\$ 3,594	\$ 2,696
Public CTC & Private Vocational	\$ 1,740	\$ 1,305
Dependent Care Allowance	\$ 643	\$ 482

**PROFESSIONAL
JUDGMENT**

The Financial Aid Administrator (FAA) may use his or her professional judgment to adjust any financial element of the student's application to more accurately reflect the student and family's true ability to contribute to the cost-of-attendance. In general, the same professional judgment decisions made for State Need Grant should also be applied to calculations for federal aid. **All professional judgment decisions must be documented in the student's file.**

**DEPENDENT CARE
ALLOWANCE (DCA)**

The Dependent Care Allowance (DCA) is an addition to the base grant. The student must be eligible to receive at least one dollar of a base grant in order to be considered for the DCA. The allowance is \$643 for a full-time student attending the full nine-month academic year, regardless of the number of qualifying dependents. The DCA is adjusted by .75 for a three-quarter-time student and by .50 for the half-time student.

The dependent must be living with the student and be someone other than the student's spouse. Care is defined as assistance for which the student pays another person (someone outside of the student's household) to provide for the dependent.

To receive the DCA, the student must provide documentation that dependent care expenses are needed. Students who have all dependent care needs covered by another agency or entity are not eligible for dependent care through the SNG program.

If the student is married, with both student and spouse attending the same institution, only one DCA (or the equivalent split between them) may be awarded per family.

**ADJUSTING THE
AWARD**

The value of the award is routinely reduced under six conditions: MFI > 50%, part-time enrollment, less than nine-month attendance, gift equity packaging, and 25% self-help requirement. Also, the State Need Grant award may never exceed the student's total calculated need.

MFI > 50%

Board policy requires the value of the SNG award, including DCA, be reduced in stages for eligible students with higher MFI's. The first reduction is for students with MFI's greater than 50 percent. Students with MFI's between 51 percent and 75 percent, receive three-quarters of the otherwise full-time, full-year award.

Part-Time Students

The total State Need Grant award, including DCA, is reduced for part-time students to reflect their rate of enrollment. Students attending at a three-quarter-time rate (9 - 11.9 credits or 225 - 299 clock hours) should receive 75 percent of the full-time award. Similarly, students enrolling at a half-time rate (6 - 8.9 credits or 150 - 224 clock hours) should receive 50 percent of the full-time grant award. Students enrolling for less than six credits are not eligible for the grant.

**Attendance Less
Than Nine Months**

Students attending only part of the full nine-month academic year receive a prorated share of the total award (including the DCA). For example, the student attending one of three quarters receives one-third of the full year's total State Need Grant award.

**Gift Equity
Packaging**

The FAA may limit the student's award if receipt of the grant, in combination with other gift aid, exceeds the institution's gift equity packaging policy. The packaging policy must be the same as is used to package aid for all other students and may not discriminate against State Need Grant recipients.

**25% Self-Help
Requirement**

The school must be able to show that at least 25% of the grant recipient's financial aid package is met through self-help forms of assistance and resources. Self-help includes parent and family contributions, work-study, loans, VA benefits, scholarships, merit-based aid, and unmet need. If the self-help goal cannot be achieved then the SNG award is to be reduced accordingly. (Note: The GEAR UP award is considered a scholarship. The award to TRIO students, however, counts as a grant.)

**OTHER AWARDING
CONSIDERATIONS**

Funds are reserved for the body of students at each institution on the basis of their eligibility for up to three quarters or two semesters of full-time enrollment. It is possible, however, for a student to receive additional terms of need grant within the same academic year.

**Fourth Quarter/Third
Semester Awards**

For students receiving a fourth quarter or third semester of grant, the value of the additional award is calculated, as it would be for any other regular term. Students receiving additional terms of need grant will reach the fifteen quarter limit more quickly than students engaged in the common three quarter/two semester enrollment pattern.

Summer Session Awards

No student may receive two awards for a single summer session by receiving one from each fiscal year.

Commuter Students

There is no special award parameter for commuter students.

Retroactive Payments

Retroactive payments may be made to an eligible student as long as the payments are made for the same fiscal year from which the funds are drawn. The value of the retroactive payment for a previous term should be based on the student's rate of satisfactorily completed credits at the end of that term. The student does not need to be enrolled at the time of the retroactive payment.

Late Applicants

The FAA may reserve funds for late applicants.

Award Rounding

Award ranges and major rounding of awards is not permitted. When a calculated award cannot be evenly divided, the preferred practice is to award one dollar more, or one dollar less, than the desired even disbursement in one of the terms. Rounding by more than two dollars per year is not necessary and is not permitted.

**Simultaneous Award
at Two Schools**

While it is not encouraged, it is permissible for two schools to disburse separate State Need Grant awards to the same student during the same term. The State Need Grant award at each school should be calculated in a normal fashion. It is then presumed that the student's maintenance costs are considered in the overall award at one school, and that the second school's award should not exceed the cost it recognizes for tuition and books. If a school exercises this option, it should do so with the knowledge and cooperation of the other school.

**Chapter 30 VA or
Americorps Benefits**

There are no special adjustments to the calculations of need for students receiving Chapter 30 VA or Americorps benefits. All federal loans received by students with these awards should count toward meeting the calculation of need for the SNG program.

**UNEVEN
DISBURSEMENTS
PERMITTED**

The FAA may award a greater proportion of the student's award in one term if, in the FAA's judgment, the disbursement is justified by the student's costs. A statement should be placed in the student's file acknowledging that an exception to the even disbursement policy has been granted.

MINIMUM AWARDS

Gift equity packaging policies, part-time enrollment and such may in the view of a financial aid administrator reduce student's award below a practicable limit. The FAA may issue SNG awards as low as one dollar per term, however the FAA is not required to make a disbursement to a student if the total SNG award is less than \$100 per term.

**AWARDING PRACTICES
NOT PERMITTED**

While institutions have some flexibility in making awards, there are two situations for which an adjustment may not be made.

**Single Parents and
Part-Time Students**

No group, such as single parents or part-time students, may be disadvantaged, relative to any other group of State Need Grant recipients in its access to the grant.

Underawarding

It is not permissible to disburse to an otherwise eligible student less than 100 percent of his or her State Need Grant calculated total award in an attempt to make limited funds stretch farther.

**TRANSFER
STUDENTS**

The process to follow for transfer students is outlined in Chapter IV. Basically, the Board will reserve funds that can be drawn whenever transferring students arrive at the receiving institution. The sending school initiates a "Transfer Notice" form that is sent to the receiving school. The receiving school reconfirms eligibility in accordance with Chapter I and recalculates the award in accordance with Chapter II. Historically, the transfer fund has been depleted by April 15th of each year.

**TRIO/SNG
AWARDS**

The SNG program permits the award of grants to students who are deemed educationally disadvantaged. The Board uses this permission to award SNG to a certain number of students who have completed specific TRIO early awareness and support service programs. Schools should give priority to GEAR UP and NEISP scholars and participants who received the award in previous years followed by Upward Bound and Talent Search participants. This award is provided to satisfy the state's obligation to match monies received for the federal GEAR UP Program.

The TRIO award is a substitute for the regular SNG award.

It is not a separate scholarship. In addition, these students cannot receive dependent care allowance or the traditional State Need Grant award during the academic year. However, if enrolled and eligible, these students may receive a traditional State Need Grant amount during a fourth quarter or third semester of enrollment.

Eligible Students

The Board will compile lists of students who meet the TRIO eligibility criteria. This list is available in the secured password-protected portion of the Board's web site at: <https://www.hecb.wa.gov/hecblogin/login.asp>

No Income Test

The eligible TRIO student need not meet the income cutoff limits of the regular SNG program although the aid administrator should be comfortable that the award is going to a student with high need. If the aid administrator is uncomfortable making the award to an individual student, the administrator is encouraged to discuss the case with SNG staff at the Board.

**Award Amount and
Separate Reconciliation**

A separate **limited** reserve for awards to eligible TRIO students will be made to each institution. The award amount for 2002-2003 will be \$4,000. This amount equates to the PELL Grant amount established by the Department of Education. Effective this year, awards are to be prorated to reflect the student's rate of enrollment. Student must be enrolled at least half time and the award cannot exceed their overall need. Schools will need to track and reconcile expenditures separately for TRIO students.

**GEAR UP
SCHOLARSHIP**

The GEAR UP is a separate scholarship. It is not a State Need Grant. A student may receive both the GEAR UP Scholarship and a State Need Grant.

Eligible Students

The list of eligible GEAR UP Scholarship recipients is posted to the secured password-protected portion of the Board's web site <https://www.hecb.wa.gov/hecblogin/login.asp>.

The GEAR UP scholarship is separate from the SNG, and funds are handled through the Board's GEAR UP program staff. Questions regarding the GEAR UP program should be directed to (360) 753-7834 or 7837.

Chapter III

MONITORING CONTINUED ELIGIBILITY

Once a student receives a State Need Grant award, the institution must monitor for continued eligibility. The student must:

1. Continue to meet the basic Student Eligibility Requirements outlined in Chapter I;
2. Be issued a revised award letter when information is received that changes the State Need Grant award; and
3. Be monitored for satisfactory progress while receiving the grant.

STUDENT ELIGIBILITY REQUIREMENTS

Chapter I outlines the conditions that a student must meet to be considered for a State Need Grant. The student must meet these conditions throughout the aid year. These conditions include:

- 1) Have need;
- 2) Enroll at a level consistent with the calculated award;
- 3) Be an undergraduate student;
- 4) Not exceed the equivalent of ten semesters or 15 quarters;
- 5) Not exceed the 125 percent limit; and
- 6) Not owe a refund or repayment on any state or federal program.

If the student's eligibility changes during the year, the institution is expected to make the corresponding changes to the State Need Grant award using the instructions for calculating the award covered in Chapter II.

FINANCIAL NEED

The institution is expected to monitor the student's overall eligibility for assistance and continued need for the State Need Grant.

Revised Eligibility

In general, it is a good practice to recalculate the student's eligibility for the State Need Grant whenever a recalculation is required for federal student aid programs. If applicable, a revised award letter should be issued with notification of any overpayment.

OVERPAYMENTS

If the overpayment can be eliminated in the award year in which it occurred by adjusting the subsequent grant payments, the student can continue to receive funds as long as he or she is otherwise eligible. If the overpayment cannot be resolved in this manner, the student is obligated to return the amount of the overpayment.

**SATISFACTORY
PROGRESS**

The institution is expected to monitor the student's progress as outlined in WAC 250-20-021 (19) of the State Need Grant rules and in accordance with the Board-approved institutional policy. At the end of each term the institution must examine each State Need Grant recipient's progress and determine if the student is in a satisfactory progress condition, on probation, or denied further assistance. The institution's policy should also include a process for reinstating the ineligible student.

**Satisfactory Progress:
Definition**

"Satisfactory progress" is the student's successful completion of a minimum number of credits for each term in which the State Need Grant is received. Each institution's policy for measuring progress of these grant recipients must define satisfactory progress as the student's completion of the minimum number of credits for which the aid was disbursed.

The minimum satisfactory progress standard for a full-time student is 12 credits or 300 clock hours per term. Satisfactory progress for a three-quarter time student is nine credits or 225 clock hours per term. Satisfactory progress for a half-time student is six credits or 150 clock hours per term. Any rate of completion below these standards is defined as **"unsatisfactory."**

Clock hour schools are encouraged to withhold additional payments to a student until all the hours for which the previous payment had been made are earned or completed by the student.

**Unsatisfactory Progress:
Probation**

"Probation" is defined as completion of at least one-half but less than all of the minimum number of credits for which the aid was calculated and disbursed. Each institution's policy for measuring progress should describe the manner in which the school limits the number of terms a student can be on probation before being denied. **It is the HECB's expectation that schools have rigorous policies that limit the number of terms that a student can continue to receive a SNG while on probation.** The school may make disbursements to a student who is in a probationary status.

**Unsatisfactory Progress:
Denied**

"**Denied**" is defined as completion of less than one-half of the minimum number of credits for which the aid was disbursed. Each institution's policy must deny further disbursements of the State Need Grant at the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which the grant was disbursed.

A student may also be denied a further State Need Grant if he or she fails to fulfill any other conditions of the institution's approved satisfactory progress policy.

Professional Judgment

The FAA may at any time, using professional judgment on a case-by-case basis, reinstate a student into satisfactory progress in response to an individual student's extenuating circumstances. The aid administrator can choose to exercise professional judgment without a specific request to do so from the student. For example, the FAA may decide to permit a student continued access to the State Need Grant if failure in one term is countered by an extensive history of prior success.

Qualitative Standard

The institution's satisfactory progress policy must contain a qualitative standard. For purposes of the State Need Grant program, the qualitative standard used to comply with federal satisfactory progress standards is acceptable.

Reinstatement

Each institution's policy should include the conditions a student in unsatisfactory progress must meet before being reinstated. For example, the student may be expected to attend school without financial aid for a certain period of time or may have to show proof that credits have been made up within a designated time period.

Withholding Payment

Consistent with institutional policy for the administration of its other financial aid programs, an institution may withhold payment of a State Need Grant to a student who has earned sufficient credits for, but has not been conferred, a first baccalaureate or professional degree.

Chapter IV

TRANSFER STUDENTS

HECB Reserve

The Board will administer a transfer fund from which the transferring student may apply to receive the grant at another school. The sending school will not be asked to give up funds to the receiving school, nor will the receiving school be asked to reserve funds for the potential transferring student. Historically, the transfer fund has been depleted by April 15th of each year.

Definition

A transferring student is one who has received at least one disbursement of State Need Grant funds during the aid year in which the transfer occurs. If no disbursement has occurred, the student is not eligible to participate in the transfer fund, regardless of need or eligibility. The student who is not eligible for transfer funds may be considered for the grant by the receiving institution as a first-time applicant.

The intent of this fund is to assist students transferring during the course of the regular academic year. Students completing the Spring term of the academic year, who have to transfer for the Summer quarter, will be served on a funds-available basis only.

Procedures

While it will be the student's responsibility to request the transfer, the paperwork necessary to claim the funding is conducted initially between the sending and receiving schools.

Sending School

The sending school completes the Board-developed Transfer Notice form (Page IV-3) verifying that the student has received a disbursement. The form also indicates the student's repayment status (if any), dependent care allowance (yes or no), and the enrollment status during the disbursement period.

The originating school must send the completed Transfer Notice form to the receiving institution. At no time should the originating school ever send a warrant to the receiving school for disbursement. All undisbursed warrants at private and proprietary schools are to be returned directly to the Board.

Receiving School

The receiving school will reconfirm the student's eligibility and recalculate the student's award based on its own authorized maximum grant. The receiving school will send the Transfer Notice to the Board to claim funds for the current term and for the remainder of the year. This must be accompanied by a Cash Request Form or included with a request through the Utility Program. See Chapters VII and VIII for instructions on claiming funds.

Upon receipt of the Transfer Notice, the Board will increase the receiving school's reserve to fund the student's award for the remainder of the academic year.

**WASHINGTON STATE NEED GRANT PROGRAM
TRANSFER NOTICE
FY 2002-2003**

DATE:

TO: (Receiving Institution)

FROM: (Sending Institution)

The following student received State Need Grant Funds from this institution and is now transferring to your institution.

Student's Full Name: _____

Social Security Number: _____ / _____ / _____

SENDING INSTITUTION

Does the student owe a SNG repayment? Yes _____ No _____
Was dependent care allowance awarded? Yes _____ No _____

SNG amount received this
year BEFORE transfer. \$ _____ \$ _____ \$ _____ \$ _____
Summer Term Fall Term Winter Term Spring Term

Indicate Enrollment Status: _____
Full-time = 1
Half-time = 2
¾ time = 3

Financial Aid Administrator signature from sending institution

Date

RECEIVING INSTITUTION

NOTIFICATION TO HECB REQUESTING PAYMENT: This student is eligible for State Need Grant funds. Please process a payment in the amount stated below and send to the receiving institution as soon as possible. A Cash Request Form is attached or a warrant is being requested through the Utility Program.

1. Amount requested for student this term \$ _____
2. Plus amount needed to award remaining term(s) for the year \$ _____
3. Total amount to be added to institution Transfer Fund account \$ _____

Financial Aid Administrator signature from receiving institution

Date

Chapter V

INTERIM REPORTS

All participating institutions are required to report detailed information on SNG eligible students through the Interim Reports.

The **Interim Report** is a detailed progress report on every student who has been awarded the SNG and on every eligible enrolled student who has not been awarded due to lack of funding. The Interim Reports are used to manage the SNG funding, redistribute de-obligated monies, set the grant amounts and income cutoffs for the succeeding year, and provide the basis for the preliminary reserve distribution. Note: The final Interim Report and the year-end reconciliation are both due July 7, 2003.

DUE DATES

Report	Due Date
Fall Interim Report	November 8, 2002
Winter Interim Report	February 7, 2003
Spring Interim report	May 2, 2003
Final Interim Report	July 7, 2003

Note: *Non-public schools are expected to submit their quarterly Reconciliation Report at the same time as the Interim Report.*

RECORD LAYOUTS

There are separate record layouts for public and non-public schools. The record layouts for the Interim Reports can be found on-line at:

<https://www.hecb.wa.gov/hecblogin/login.asp>

It is assumed that all public institutions will submit the Interim Report in a text file format. Non-public institutions are encouraged to submit the report using the Request Utility, in the text file format. If necessary, non-public schools may submit an Excel spreadsheet. The Excel format is also found on the HECB website.

The reports are split into two separate files: (1) All Awarded Students and (2) All Unserved Students.

AWARDED STUDENTS

Awarded students are ones who have either received a SNG payment or for whom funds have been committed (student has accepted an award letter) but not yet disbursed at the time of the report.

Exclude TRIO

TRIO recipients are to be excluded from both the awarded and the unserved reports. The Board collects separate reports on service to the TRIO recipients. It does not need to be duplicated on the Interim Reports.

Exclude GEAR UP

GEAR UP is a separate program and should not be reported on the Interim or SNG Reconciliation reports. GEAR UP scholarships are no longer part of the SNG.

UNSERVED STUDENTS

Unserved students are ones who are enrolled, eligible to receive the Need Grant, but for whom no award has been committed due to the institution's lack of funding. This includes eligible students who enrolled during a summer period but who did not receive a SNG.

Up to 65% MFI

For the Unserved file, report every enrolled SNG eligible student who has not been awarded due to a lack of funding. This should include all eligible students with incomes up to 65 percent of the state's median. Although students with incomes above 55 percent are unlikely to be recipients during the 2002-2003 academic year, the Board will construct future budget requests based on re-establishing service to this traditional population.

Students on Both Lists

A student may be on both the awarded and the unserved lists, but not for the same term. For example, a student who received a Need Grant for the fall and spring semesters, but who did not receive the grant while enrolled in one or both summer sessions, can be listed as unserved for those summer sessions.

**SUMMARY AND
DETAIL RECORDS**

Each file has a "summary" record and a "detail" record. The summary record contains basic demographic information that is unlikely to change through out the year. The detail record is an accounting of each term's enrollment, disbursement, and/or award.

The Interim Report must contain a summary and a detail record for every student. A single summary record is reported for each student, however a separate detail record is reported for each term the eligible student is enrolled. Each student may have up to five detail records.

REPORTING FOR NON-PUBLICS

Non-public schools do not need to report enrollment and disbursement information on the detail section of the awarded file. Since the HECB produces individual warrants for students at all non-public institutions, the enrollment and disbursement information is already on file at the Board. This information is automatically added into each non-public school's Interim Report as it is received at the Board.

REPORTS SENT ELECTRONICALLY

All reports must be electronically delivered to the Board. Email reports to <sng@hecb.wa.gov>. As of the publication of this manual, the Board is developing a process to allow schools to send the interim reports by use of a secure web link. We will inform schools when that option is available.

SECURITY OF INFORMATION

All files sent by email should be password protected. A common way to password protect a file is to transmit the document using a compression or "Zip" program (e.g., "PK Zip" or "WinZip") using the password function built into the program. Links to sites where these compression programs may be downloaded can be found at the HECB web site.

Each school should have an HECB assigned password. If you have forgotten your school's password, please call the SNG program staff at (360) 753-7850.

Chapter VI

PROGRAM AUDITS AND RECORDS RETENTION

PROGRAM AUDITS

The Board staff will review institutional administrative practices to determine compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility is with the institution. Each participating institution must keep intact and accessible records pertaining to the student's application, and receipt and expenditure of State Need Grant funds. This includes all accounting records and the original and supporting documents necessary to verify how funds were spent.

At a minimum, the institution must be able, on request of the Board, to reconstruct the calculations and rationale for the student's grant eligibility and award. An institution may keep records on microfilm or in computer format. If the institution keeps its records in computer format, it must maintain, in either hard copy or on microfilm, source documents supporting the computer data.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of institutional error or failure to follow the appropriate rules and guidelines, the school must repay the affected SNG to the program. The burden for repayment is placed on the institution, not the student.

RECORDS RETENTION

Records relating to the State Need Grant program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for, and receipt of, State Need Grant funds must be maintained for six years in accordance to the Washington State's Record Retention Schedule.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.

Chapter VII

PUBLIC SECTOR

PAYMENT PROCEDURES FOR SCHOOL-GENERATED CHECKS, STUDENT REPAYMENTS, AND RECONCILIATIONS

This chapter is for all public universities, community, and technical colleges. All in-state public schools are expected to generate their own checks to State Need Grant recipients.

DISBURSEMENT PROCEDURES

The institution may disburse State Need Grant funds either by providing the student with a direct payment or by crediting the student's account. Public institutions are expected to be consistent with institutional policy for awarding federal financial aid.

Enrollment

Disbursements may be made only after the school confirms enrollment. Checks must be consistent with enrollment status at the time of disbursement.

Conditions of Award Statements

Prior to disbursement, State Need Grant recipients must have acknowledged and accepted certain conditions governing the award. The Board-produced "Conditions of Award" form is found at the end of this chapter. Schools are encouraged to incorporate the "conditions" into other award or application documents signed by the student.

Power of Attorney Disbursements

A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive State Need Grant payments on his or her behalf. A copy of the Power of Attorney as documentation must be kept in the student's file.

METHOD OF SECURING STATE FUNDS

Monthly Cash Requests

The HECB will initiate a monthly cash request to each institution. Schools need to submit a cash request each month. The amount of monies that is requested must be disbursed to students within 30 days. Funds will be delivered within two weeks after the request is received at the Board. A cash request form can be found at the end of this chapter.

Each institution will be expected to utilize all funds by June 30, each year. All funds not disbursed are to be returned to the Board by June 30, or at the very latest, included with their Reconciliation of Records.

**TRANSFER
STUDENTS**

The receiving school must reconfirm eligibility. Funds can be requested for the transferring student by attaching the Transfer Notice form to the completed Cash Request Form.

If a Board-generated warrant is received from the sending school, it is to be returned to the Board; **it is not to be disbursed to the student.**

**REPAYMENT AS A
RESULT OF
WITHDRAWAL**

Repayment is a student responsibility. If a student recipient leaves school during an academic term in which he or she receives a State Need Grant, the student is required to repay State Need Grant funds according to the institution's Board-approved repayment policy.

**Institutional
Responsibility**

Collection is the school's responsibility. In conducting the collection, the school should follow the same procedure it uses for collecting repayment of other grant funds such as Pell or SEOG.

**"In Repayment"
Designation**

Students in repayment as of June 30 should have Repayment Status marked to equal "Y" on the Year-End Reconciliation of Records report (Column 96).

Uncollectibles

An "**uncollectible**" account may be turned over to the Board. In general, "uncollectible" is defined as the student's failure to make any repayment for 120 days or more.

If the 120 days expires with no response from the student, the institution may forward the documented account to the Board. The institution may hold the account for more than 120 days if it continues active collection procedures.

To refer an "uncollectible" account to the Board, please use the Repayment Transmittal Form found at the end of this chapter.

**Reaward or Return
of Repayments**

All State Need Grant funds collected from student repayments may be reawarded to other State Need Grant eligible students if repayments are received in the same fiscal year as disbursed. Funds collected after the close of the fiscal year must be returned to the Board. The return of funds should be accompanied by a list indicating the student's name, social security number, year in which the repayment was incurred, amount of the payment transmitted with this notice, and the outstanding balance still owed by the student.

DEOBLIGATIONS

Deobligation will be requested in November and February. Deobligations reported by February will not affect the following year's reserve amount.

**SPECIAL PROGRAM:
TRIO GRANT**

Students recognized as graduates of a TRIO program are eligible for special awards during the regular nine-month academic year.

To request TRIO funds, institutions must submit a roster of recipients with their Cash Request Form. This list must provide the full name of each student, social security number, and the amount of grant for each term.

**RECONCILIATION OF
RECORDS**

State Need Grant records must be reconciled at year end. To reconcile, the institution must submit to the Board a report detailing each student's receipt of aid on a term-by-term basis. An example of the electronic record layout is found at the end of this chapter. Reconciliation must be submitted to the Board in an electronic format by e-mail.

Once all terms have been reconciled to the satisfaction of the Board, the staff will generate a year-end report for each institution.

Deadlines

Year-end reconciliation and any unexpended funds are to be received at the Board no later than July 7, 2003. This reconciliation deadline is necessary for the Board to generate the Final Archive Report for the following year.

**WASHINGTON STATE NEED GRANT PROGRAM
CONDITIONS OF AWARD**

You are being considered for a state of Washington Need Grant. In order to receive this grant, if awarded, you must certify that you will comply with the **CONDITIONS OF AWARD** by signing the statement below.

I, THE UNDERSIGNED, CERTIFY THAT:

1. I am a resident of the state of Washington, in accordance with RCW 28B.15.011-013;
2. I am registered at this institution as at least a half-time undergraduate student and am making satisfactory progress toward completion of my degree or program objective;
3. I have applied for a federal Pell Grant;
4. I am not pursuing a degree in theology;
5. I do not owe a refund or repayment on a State Need Grant, a Pell Grant, or a Supplemental Education Opportunity Grant, nor am I in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, I am not in default on a loan made through a state conditional loan program;
6. I agree to notify the Financial Aid Office immediately of any change in my address or in my financial status;
7. I understand that this grant is awarded to assist in meeting educational expenses; and should I withdraw from classes, repayment of all or a part of the grant may be required;
8. I understand that when I am able, I can voluntarily make financial contributions to the Higher Education Coordinating Board in recognition of this **STATE NEED GRANT**, and that these gifts will be used to provide financial assistance to other students; and
9. I understand that the offer of a **STATE NEED GRANT** is subject to and conditioned upon the availability of funds. Further, I agree that the Higher Education Coordinating Board and this institution reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect my eligibility for the **STATE NEED GRANT**.

SIGNATURE: _____ DATE: _____

PRINT: _____ / _____ / _____
Last Name First Name MI Social Security Number

**WASHINGTON STATE NEED GRANT PROGRAM
PUBLIC INSTITUTIONS
CASH REQUEST FORM
FY 2002 – 2003**

Date: _____

Institution Name: _____

Code: _____

1. CASH ON HAND

A. Total SNG dollars received to date (a + b) \$ _____

(a) Reg SNG \$ _____

(b) TRIO/SNG \$ _____

B. Expenditures to date (\$ _____)

C. Cash on hand (A - B) \$ _____

2. REQUEST FOR ADDITIONAL FUNDS

**A. Amount of funds being requested this date
from institutional allocation** \$ _____

**B. Amount requested from Transfer Fund
(Transfer Form attached)** \$ _____

**C. Amount requested for TRIO/SNG AWARDS
(TRIO Roster attached)** \$ _____

D. Total SNG funds requested (A + B + C) \$ _____

3. _____
Financial Aid Administrator or Business Officer Signature

Date

**MAIL REQUEST TO:
Student Financial Aid
Higher Education Coordinating Board
PO Box 43430
Olympia WA 98504-3430
Telephone: (360) 753-7848/FAX: (360) 704-6248
or Email: eryne@hecb.wa.gov**

**WASHINGTON STATE NEED GRANT PROGRAM
REPAYMENT TRANSMITTAL SHEET**

PUBLIC INSTITUTIONS

Institution Name: _____ Code: _____

Our institution has tried unsuccessfully to contact and receive payment from the following student. The account is considered uncollectible, and we are forwarding the account to the Higher Education Coordinating Board for further collection efforts.

A copy of the correspondence this institution sent to the student notifying them of their State Need Grant repayment obligation is attached.

Student Name: _____

Social Security Number: _____ / _____ / _____

Most Current Address: _____

Phone Number: (_____) _____ - _____

Parent Information: _____

Address: _____

Phone Number: (_____) _____ - _____

AMOUNT THAT NEEDS TO BE REPAID:

Fiscal Year: 200__ - 200__

\$ _____	Term: Fall
\$ _____	Term: Winter
\$ _____	Term: Spring
\$ _____	Term: Summer
\$ _____	GRAND TOTAL

Signature of Financial Aid Administrator

Date

**WASHINGTON STATE NEED GRANT PROGRAM
YEAR-END RECONCILIATION OF RECORDS
FY 2002-2003**

**PUBLIC INSTITUTIONS
DUE DATE: JULY 7, 2003**

Institution Name: _____ Code: _____

1. What is the total dollar amount received from the Higher Education Coordinating Board for 2002-2003 (1a + 1b)? \$ _____
(a) Reg SNG. \$ _____
(b) TRIO \$ _____

2. What is the total amount your institution expended for the 2002-2003 school year? (Report attached.) \$ (_____)
(a) Reg SNG. \$ _____
(b) TRIO \$ _____

3. A. Amount to be refunded to HECB
(Attach check payable to the "State of Washington."), or \$ _____

B. Balance due to institution to close out 2002-2003. \$ (_____)

4. This institution has enclosed a Reconciliation of Records report which details State Need Grant funds disbursed by student, by term. I certify that these students were eligible for and received State Need Grant funds according to the guidelines stated in the 2002-2003 State Need Grant Program Manual.

Signature of Financial Aid Administrator

Date

See instructions for record layout !!!

**WASHINGTON STATE NEED GRANT PROGRAM
PUBLIC RECONCILIATION OF RECORDS**

RECORD FORMAT AND INSTRUCTIONS

FIELD NAME	COLUMNS	NOTES/COMMENTS
Record ID	1	Constant Value of "P"
Institution Code	2 - 5	Numeric, trailing zero
Transaction Date	6 - 13	Format MMDDYYYY
Student Social Security #	14 – 22	Numeric, leading zeroes
Student LAST Name	23 – 52	Alpha, left justified, blank filled to right
Student FIRST Name	53 – 82	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	83	Alpha, may be blank
Amount Disbursed	84 – 89	Numeric, PIC 9999V99
Term Code	90	F, W, S, 1 or 2
Revised Payment Flag	91	Must be Y or Blank
Supplemental Payment Flag	92	Must be Y or Blank
Status Code	93	Must be 1, 2, or 3
DCA Included Flag	94	Must be Y or Blank
Payment Status	95	Blank (HECB USE ONLY)
Repayment Status	96	Must be Y or Blank
Filler	97 - 120	Must be Blank (not null)

This format is required by all institutions submitting State Need Grant (SNG) reconciliation data.

Multiple Entries: If a student received more than one term of SNG, a separate entry must be made for each term that SNG was received.

<u>File Information:</u>	Logical Record Length	120 characters
	Blocking Factor	100 records per block

**WASHINGTON STATE NEED GRANT PROGRAM
RECORD IDENTIFICATION - PUBLIC INSTITUTIONS**

RECONCILIATION OF RECORDS

	<u>COLUMNS</u>	<u>DESCRIPTION</u>
Record ID:	1	Each record must begin with the letter "R"
Institution Code:	2 - 5	Numeric, four digit, see SNG Program Manual
Transaction Date:	6 - 13	Date payment processed or diskette information processed, MMDDYYYY
Student Social Security #	14 - 22	Numeric, must be nine digits, cannot be blank or alpha
Student LAST Name:	23 - 52	Must be alpha
Student FIRST Name:	53- 82	Must be alpha
Student MIDDLE Initial:	83	Must be alpha or blank
Amount Disbursed:	84 - 89	In dollars and cents. The total amount disbursed to the student for the term. Amount disbursed is a six digit field. Precede amount disbursed by zeroes if appropriate, the "cents" portion of the grant should be actual amount received or "00". No decimal point.
Term Code:	90	Identify term in which the payment was disbursed: F = fall term W = winter quarter S = spring term 1 = summer, first term of fiscal year 2 = summer, last term of fiscal year
Revised Payment Flag:	91	Must be blank (used by private schools only)
Supplemental Payment Flag:	92	Must be blank (used by private schools only)
Status Code:	93	Status at time of disbursement: 1 = full time student 2 = half time student 3 = three quarter time student
DCA Included Flag:	94	Must be "Y" for yes or leave blank for no
Payment Status:	95	Must be blank (HECB use only)
Repayment Status Flag:	96	"Y" for yes, student in repayment to SNG or blank for no, student not in repayment to SNG
Filler	97 - 120	Must be blank (NOT NULL CHARACTERS) (HECB use only)

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

***** INCLUDES ASSOCIATE DEGREE DATA *****

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 52 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits
Student LAST Name	11 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
STATUS CODES: 1, 2, or 3		
Repayment Flag If code = 1, student in repayment	40	Will be 1 or Blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or Blank, no alpha
Eligibility Flag If code = 3, student < 2 yrs remaining	42	Will be 3 or Blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros
Associate Degree Code	47	Will be 4 or Blank, no alpha
Fiscal Year Fiscal year that student becomes eligible for SNG while pursuing 2 nd Associate	48 – 51	Numeric, four digit fiscal year
Term Term that student becomes eligible for SNG funds while enrolled in a 2 nd Associate Degree Program.	52	Alpha or numeric F=Fall, W=Winter, S=Spring 1=Summer, first term of fiscal year 2=Summer, last term of fiscal year

SAMPLE FORMAT

555982001	MONEY	OWEN	U20401		Ineligible, in repayment status
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
444667789	DONE	ALMOST	2030	30300	Three quarters of eligibility remaining
111223333	GRATEFUL	WILL	B1020	42003F	Associate Degree, Ineligible for SNG until Fall 2003

WASHINGTON STATE NEED GRANT PROGRAM ARCHIVE CHECK REPORT

***** EXCLUDES ASSOCIATE DEGREE DATA *****

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 46 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits
Student LAST Name	11 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
STATUS CODES: 1, 2, or 3		
Repayment Flag If code = 1, student in repayment	40	Will be 1 or Blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or Blank, no alpha
Eligibility Flag If code = 3, student < 2 yrs remaining	42	Will be 3 or Blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros or Blank

SAMPLE FORMAT

111223333	GRATEFUL	WILL	B1020	30300	3 quarter equivalent remaining (QER)
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
555982001	MONEY	OWEN	U20401		Ineligible, in repayment status

Chapter VIII

PRIVATE AND PROPRIETARY SECTORS

PAYMENT PROCEDURES FOR AGENCY-GENERATED WARRANTS, STUDENT REPAYMENTS, AND RECONCILIATIONS

The disbursement system presented in this chapter is only for those schools that request Board-generated student payments. Only private, proprietary, and out-of-state reciprocity schools will receive warrants that are produced by the Board.

This chapter applies to:

Art Institute of Seattle
Ashmead College
Bastyr College
Bryman College
Business Computer Training Institute
Clare's Beauty College
Cornish College of the Arts
Court Reporting Institute
Crown College
Divers Institute of Technology
Gene Juarez Academy
Glen Dow Academy of Hair Design
Gonzaga University
Henry Cogswell College
Heritage College
Interface Computer School

International Air Academy
ITT Technical Institute - Seattle
ITT Technical Institute – Spokane
North Idaho College
Northwest College - Kirkland
Northwest College of Art - Poulsbo
Pacific Lutheran University
Perry Technical Institute
St. Martin's College
Seattle Pacific University
Seattle University
University of Puget Sound
Walla Walla College
Whitman College
Whitworth College
(And all other proprietary schools)

All private and proprietary schools request, disburse, and reconcile warrants generated by the Board. Once a student has been identified as eligible and an award has been calculated, the school may request the warrant. Disbursement may occur after the student has enrolled.

WARRANT REQUEST PROCEDURE

State Need Grant warrant requests must be submitted through the use of the Utility program or as a text file. In either case, the Board-prescribed format must be followed precisely in order for the payments to be processed. The layout specifications and instructions for the record format are at the end of this chapter.

Required Information

The following information must be provided to order warrants:

Institution Code – State Need Grant institution codes are found following the Table of Contents on page v.

Social Security Number – Social security numbers are used to generate payments and monitor the number of terms a student has received the grant. This field must contain nine numeric digits.

Student's Name – Names should not be abbreviated, nor should nicknames be used. Middle initial should be provided if available. If the student has no middle initial, please leave a blank space.

Amount to be Paid – The amount of the warrant must be requested in whole dollars only.

Term Payment – One of the following term payment codes must be used:

1	=	Summer, First Term Fiscal Year
F	=	Fall Term
W	=	Winter Quarter
S	=	Spring Term
2	=	Summer, Last Term Fiscal Year

Is this a Revised Payment? It is a revised payment when the current warrant request replaces an earlier warrant drawn for the same term. This may occur if there is a reduction in the student's enrollment status resulting in a reduced grant amount or a student has not claimed the warrant within an acceptable time frame. The original warrant must be returned and canceled by the Board before a new warrant can be issued. In these cases, the Revised Payment code should be marked accordingly in the Request Utility. Additional warrants for the same term will not be produced until the original warrant has been canceled.

Is this a Supplemental Award? Supplemental refers to an additional payment processed for the student for the same term. If it is a payment in addition to one already received for the term, the Supplemental Code should be marked in the Request Utility. Retroactive payments are not supplemental awards.

Status - Status refers to the student's expected enrollment status at the time of disbursement. One of the following codes should be used:

- | | | |
|---|---|----------------------------|
| 1 | = | Full-time Student |
| 2 | = | Half-time Student |
| 3 | = | Three-quarter-time Student |

Dependent Care Allowance (DCA) - If a student qualifies for DCA and receives it as a part of the grant, mark the appropriate box in the Request Utility. If left blank, it is assumed no DCA was awarded.

Payment Certification

The FAA must sign the payment certification statement indicating the term, number of students and total amount of the request.

The institution must submit this signed payment certification on official business stationery that contains the following statement:

"These students are eligible for State Need Grant funds according to the guidelines stated in the *2002-2003 State Need Grant Program Manual*. This is to request that the Higher Education Coordinating Board process payments for students listed in our electronic transmittal."

WARRANT PROCESSING DEADLINES

Warrants may be requested on a weekly basis from July 8 through June 14 of the fiscal year. Warrant requests received by noon each **Tuesday** will be processed and warrants mailed to the institutions within two weeks.

**INSTITUTIONAL
RESPONSIBILITY
FOR WARRANTS**

The institution is responsible for the custody of all State Need Grant warrants as long as they are held at the institution, and it is responsible for any State Need Grant warrants which are lost, stolen, or disbursed to ineligible students.

Disburse in 30 Days

Warrants must be disbursed to the student or returned to the Board within 30 days of receipt by the institutions.

**DISBURSEMENT
PROCEDURES**

The school must confirm the student's enrollment status to be consistent with the amount of the warrant at time of disbursement.

**Warrant Must be
Given to Student**

The warrant must be disbursed to the student rather than automatically placed in the recipient's student account at the school. Each student must be provided the opportunity to cash the warrant at his or her own bank or to request that the State Need Grant funds be applied to his or her student account at the institution.

A school may not withhold or delay the disbursement of a Board-generated State Need Grant check due to the student owing any debt, including tuition, fees, or fines to the institution.

**Conditions of Award
Statements**

Prior to disbursement, State Need Grant recipients must have acknowledged and accepted certain conditions governing the award. The Board-produced "Conditions of Award" form is included at the end of this chapter. Schools are encouraged to incorporate the "conditions" into other award or application documents signed by the student.

**Power of Attorney
Disbursements**

A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive State Need Grant payments on his or her behalf. A copy of the Power of Attorney as documentation must be kept in the student's file.

**REPAYMENTS AS
A RESULT OF
WITHDRAWAL**

Repayment is a student responsibility. If a student recipient leaves school during an academic term in which he or she received a State Need Grant, the student is required to repay according to the institution's Board-approved repayment policy.

Notification to Student and HECB

The collection effort is conducted by the Board **for students at private and proprietary schools only**. The institution must advise the student and the Board, in writing, of the amount to be repaid. Documentation of the student's repayment obligation must be kept in the student's file.

HECB Follow-up

State Need Grant warrants will not be processed for any student who owes a repayment that has been referred to the Board until the account has been paid in full. The Board will advise the institution, in writing, when the student has repaid the obligation in full.

Revenue Funding

The Board will notify the institution in December, March and May of revenue that may be reawarded to students from repayments received during the current fiscal year.

SPECIAL PROGRAM: TRIO GRANT

Students recognized as graduates of a TRIO program are eligible for a special grant during the regular nine-month academic year.

Schools will identify this as a TRIO grant in the appropriate screen of the Request Utility program.

RECONCILIATION OF RECORDS

Following each term, the Board will send the FAA a cumulative summary of State Need Grant disbursements. If there are discrepancies from the institutional records, the aid administrator should advise the Board accordingly.

Reconciliation Report

The reconciliation report will be mailed to the institution approximately two weeks before the Interim Report and Reconciliation Confirmation is due:

Term	Mailed to School	Reports Due
Summer (1)/Fall Term	October 28, 2002	November 8, 2002
Winter Term	January 27, 2003	February 7, 2003
Spring Term	April 21, 2003	May 2, 2003
Summer (2) Term	June 23, 2003	July 7, 2003

Year-End Reporting

The July document represents an end-of-the-year final reconciliation.

Date: _____

TO: Higher Education Coordinating Board
State Need Grant Program

FROM: _____

(Institution Name) (Code)

SUBJECT: WASHINGTON STATE NEED PROGRAM

Payment Certification
Private/Proprietary School Diskettes or Electronic Transmittal

“These students are eligible for State Need Grant funds according to the guidelines stated in the *2002-2003 State Need Grant Program Manual*. This is to request that the Higher Education Coordinating Board process warrants for students listed in our electronic transmittal.”

According to my records:

For the following _____(term), there are #_____ requests,
totaling \$_____ in this electronic transmittal.

Financial Aid Administrator or Business Officer Signature

Date

**WASHINGTON STATE NEED GRANT PROGRAM
CONDITIONS OF AWARD**

You are being considered for a state of Washington Need Grant. In order to receive this grant, if awarded, you must certify that you will comply with the **CONDITIONS OF AWARD** by signing the statement below.

I, THE UNDERSIGNED, CERTIFY THAT:

1. I am a resident of the state of Washington, in accordance with RCW 28B.15.011-013;
2. I am registered at this institution as at least a half-time undergraduate student and am making satisfactory progress toward completion of my degree or program objective;
3. I have applied for a federal Pell Grant;
4. I am not pursuing a degree in theology;
5. I do not owe a refund or repayment on a State Need Grant, a Pell Grant, or a Supplemental Education Opportunity Grant, nor am I in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, I am not in default on a loan made through a state conditional loan program;
6. I agree to notify the Financial Aid Office immediately of any change in my address or in my financial status;
7. I understand that this grant is awarded to assist in meeting educational expenses; and should I withdraw from classes, repayment of all or a part of the grant may be required;
8. I understand that when I am able, I can voluntarily make financial contributions to the Higher Education Coordinating Board in recognition of this **STATE NEED GRANT**, and that these gifts will be used to provide financial assistance to other students; and
9. I understand that the offer of a **STATE NEED GRANT** is subject to and conditioned upon the availability of funds. Further, I agree that the Higher Education Coordinating Board and this institution reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect my eligibility for the **STATE NEED GRANT**.

SIGNATURE: _____ DATE: _____

PRINT: _____ / _____ / _____
Last Name First Name MI Social Security Number

**WASHINGTON STATE NEED GRANT PROGRAM
REPAYMENT STATUS SHEET**

PRIVATE INSTITUTIONS

Institution Name: _____ Code: _____

This is to inform the Higher Education Coordinating Board that the following student needs to repay State Need Grant funds.

For your records, a copy of the correspondence sent to the student notifying them of their State Need Grant repayment obligation is attached.

Student Name: _____

Social Security Number: _____ / _____ / _____

Most Current Address: _____

Phone Number: (_____) _____ - _____

Parent Information: _____

Address: _____

Phone Number: (_____) _____ - _____

AMOUNT THAT NEEDS TO BE REPAID:

Fiscal Year: 200__ - 200__

\$ _____	Term: Fall
\$ _____	Term: Winter
\$ _____	Term: Spring
\$ _____	Term: Summer
\$ _____	GRAND TOTAL

Signature of Financial Aid Administrator

Date

**WASHINGTON STATE NEED GRANT PROGRAM
PRIVATE INSTITUTION WARRANT REQUEST RECORD**

RECORD FORMAT AND INSTRUCTIONS

FIELD NAME	COLUMNS	NOTES/COMMENTS
Record ID	1	Constant Value of "P"
Institution Code	2 - 5	Numeric, leading zero
Transaction Date	6 - 13	Format MMDDYYYY
Student Social Security #	14 - 22	Numeric, leading zeroes
Student LAST Name	23 - 52	Alpha, left justified, blank filled to right
Student FIRST Name	53 - 82	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	83	Alpha, maybe blank
Amount Requested	84 - 89	Numeric, PIC 9999V99
Term Code	90	F, W, S, 1 or 2
Revised Payment Flag	91	Must be Y or Blank
Supplemental Payment Flag	92	Must be Y or Blank
Status Code	93	Must be 1, 2, or 3
DCA Included Flag	94	Must be Y or Blank
Payment Status	95	Blank (HECB USE ONLY)
Filler	96 - 120	Must be Blank (not null)

This format is required by institutions not using the Warrant Request Utility Program and are requesting Board-generated student payments for State Need Grant (SNG) funds.

Multiple Entries: If a student received more than one term of SNG, a separate request must be made for each term that SNG is being offered.

<u>File Information:</u>	Logical Record Length	120 characters
	Blocking Factor	100 records per block

**WASHINGTON STATE NEED GRANT PROGRAM
RECORD IDENTIFICATION - PRIVATE INSTITUTIONS**

PAYMENT WARRANT RECORD

(For schools not using the Warrant Request Utility Program.)

	<u>COLUMNS</u>	<u>DESCRIPTION</u>
Record ID:	1	Each record must begin with the letter "P"
Institution Code:	2 - 5	Numeric, four digit, see SNG Program Manual
Transaction Date:	6 - 13	Date payment requested or date tape/diskette information processed, MMDDYYYY
Student Social Security #	14 - 22	Numeric, must be nine digits, cannot be blank or alpha
Student LAST Name:	23 - 52	Must be alpha
Student FIRST Name:	53 - 82	Must be alpha
Student MIDDLE Initial:	83	Must be alpha or blank
Amount Requested:	84 - 89	In dollars and cents. The total amount not disbursed to the student for the term. Amount not disbursed is a six digit field. Precede amount requested by zeroes if appropriate, the cents" portion of the grant should be actual amount received or "00". No decimal point.
Term Code:	90	Identify term in which the payment was requested: F = fall term W = winter quarter S = spring term 1 = summer, first term of fiscal year 2 = summer, last term of fiscal year
Revised Payment Flag:	91	Must be blank (used by private schools only)
Supplemental Payment Flag:	92	Must be blank (used by private schools only)
Status Code:	93	Status at time of request: 1 = full time student 2 = half time student 3 = three quarter time student
DCA Included Flag:	94	Must be "Y" for yes or leave blank for no
Payment Status:	95	Must be blank (HECB use only)
Filler	96 - 120	Must be blank (NOT NULL CHARACTERS) (HECB use only)

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT 2002

***** INCLUDES ASSOCIATE DEGREE DATA *****

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 52 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits
Student LAST Name	11 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
STATUS CODES: 1, 2, or 3		
Repayment Flag If code = 1, student in repayment	40	Will be 1 or Blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or Blank, no alpha
Eligibility Flag If code = 3, student < 2 yrs remaining	42	Will be 3 or Blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros
Associate Degree Code	47	Will be 4 or Blank, no alpha
Fiscal Year Fiscal year that student becomes eligible for SNG while pursuing 2 nd Associate Degree	48 – 51	Numeric, four digit fiscal year
Term Term that student becomes eligible for SNG funds while enrolled in a 2 nd Associate Degree Program.	52	Alpha or numeric F=Fall, W=Winter, S=Spring 1=Summer, first term of fiscal year 2=Summer, last term of fiscal year

SAMPLE FORMAT

555982001	MONEY	OWEN	U20401		Ineligible, in repayment status
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
444667789	DONE	ALMOST	2030	30300	Three quarters of eligibility remaining
111223333	GRATEFUL	WILL	B1020	42003F	Associate Degree, Ineligible for SNG until Fall 2003

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT 2002

*** * * EXCLUDES ASSOCIATE DEGREE DATA * * ***

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 46 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits
Student LAST Name	11 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
STATUS CODES: 1, 2, or 3		
Repayment Flag If code = 1, student in repayment	40	Will be 1 or Blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or Blank, no alpha
Eligibility Flag If code = 3, student < 2 yrs remaining	42	Will be 3 or Blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450	43 - 46	Numeric, leading zeros or Blank

SAMPLE FORMAT

111223333	GRATEFUL	WILL	B1020	30300	3 quarter equivalent remaining (QER)
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
555982001	MONEY	OWEN	U20401		Ineligible, in repayment status

Chapter IX

RECIPROCITY STUDENTS

A student who meets all State Need Grant eligibility criteria and has been accepted at an eligible out-of-state institution, as defined below, may receive a State Need Grant as long as that student continues attendance under the reciprocity program and remains otherwise eligible for a State Need Grant.

ELIGIBLE OUT-OF-STATE INSTITUTION

In order for an out-of-state institution to award State Need Grants to its students, it must be in compliance with the following definition:

"Eligible out-of-state institution" shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the State Need Grant program in accordance with all applicable rules and regulations. Further details can be found in the State Need Grant WAC 250-20-091.

STUDENT ELIGIBILITY

In addition to the student eligibility criteria contained in Chapter I of this program manual, in order for a student to receive a State Need Grant, he or she must be in attendance at an eligible out-of-state institution participating in the reciprocity program. Should a student terminate from the reciprocity program mid-year (or mid-term) he or she automatically becomes ineligible for a State Need Grant.

PROGRAM OPERATION

Eligible out-of-state institutions must administer the State Need Grant program in accordance with the State Need Grant Program Manual. Administrative procedures for eligible out-of-state institutions will be the same as for eligible in-state private institutions (see Chapter VIII).

REPORTING

Due to the limited participation in the State Need Grant program by students attending eligible out-of-state institutions, institutional reporting requirements concerning student socio-economic and financial aid packaging information may be modified.